

The Secret to Academic Excellence

Author
Muhammad Sa'ad Rafiq Gadit

Inspired by an Arabic Book

أسرار التفوق الدراسي

The Secret to Academic Excellence

Author

Muhammad Sa'ad Rafiq Gadit

Graduate and Masters in Islamic Jurisprudence
Jamia Uloom Islamiyyah Allama Banori Town Karachi



Inspired by an Arabic Book

أسرار التفوق الدراسي

THE SECRET TO ACADEMIC EXCELLENCE

Author

Muhammad Sa'ad Rafiq Gadit

Graduate and Masters in Islamic Jurisprudence

Jamia Uloom Islamiyyah Allama Banori Town Karachi



All Rights Reserved جميع حقوق الطبع محفوظة

Title: The Secret to Academic Excellence

Author: Muhammad Sa'ad Rafiq Gadit

Pages: 216

Edition: First, Year 2022

Publishers: Skyrise Publications, IlmoAmal Organization

To Order:

To get this book or other books of Skyrise Publications delivered at your desired location or to order in bulk, please feel free to call or send a message on Whatsapp at the official number of Skyrise Publications:

+92 331 687 4401

Follow our official facebook page to stay updated:
fb.me/skyrisepublications

You may get this book in these bookstores as well:

Zamzam Publishers, Urdu Bazar, Karachi. Contact: +92 335 1111 329

Maktaba Fehmedeen, Phase 4, DHA, Karachi

Islami Kutub Khana, Jamshed Road, Karachi

Dedication

I dedicate this effort of mine to the ones who are the reason of my existence, and to all those who came to my life and changed it forever!!!

...

...

...

...

...

No Puzzles, they are my teachers, mentors, friends, critics, family members, seniors, juniors and those who I have studied or known about and they stand in front of my eyes as an ideal.

Table of Content (Brief)

Headings	Page No.
Foreword and words of Blessing	14
Introduction	19
Preface	24
Chapter 1	26
23 Points to prepare yourself mentally before taking a lesson	27
Chapter 2	65
6 Basic Principles of Remembering Lessons	65
1. Making a timetable	66
2. Reading carefully	77
3. Complete concentration	96
4. Listening carefully	108
5. Memorising the lesson	120
6. Revising the lesson continuously	155
Chapter 3	170
10 essential points regarding the preparations for exams	171
A meaningful Conversation regarding learning a language	192
An essential Conversation regarding manners and respect	199
Problems and Solutions (Students Ask)	207

Table of Content (Detailed)

S. No.	Headings	Page No.
1	Foreword and prayers (Shaykh Maulana ShamsurRahman Abbasi)	14
2	Foreword (Dr Maulana Ahmed Banori)	15
3	Foreword (Dr Ubaid Ahmed Khan)	16
4	Foreword (Dr Syed Waqas Anjum Jafri)	17
5	Introduction	19
6	Preface	24
7	Chapter 1	26
8	23 Points to prepare yourself mentally before taking a lesson	27
9	Point 1: Correct your Intentions	27
10	What is beneficial knowledge?	28
11	The acceptance of book Muatta Imam Malik	28
12	Point 2: Have faith but make use of resources	30
13	Point 3: Adopt Sunnah Habits	30
14	Point 4: Start every good work, especially the educational process, with "Bismillah-ir-Rahman-ir-Rahim."	31
15	Point 5: Do not procrastinate	31
16	Point 6: Avoid negative thoughts	31

17	Ways to build self-confidence	32
18	Point 7: Trust the Almighty	34
19	Ways to build trust in the Almighty	35
20	Point 8: Understand the importance of knowledge	36
21	Point 9: Keep an eye on success, be optimistic and have a positive attitude	38
22	Secrets of successful people	39
23	Hope and despair	39
24	Point 10: Stay away from bad friends	41
25	Impact of companionship	41
26	Point 11: Study in a bright place	44
27	Point 12: Make use of notebooks	44
28	Point 13: Complete your homework on time	44
29	Point 14: Do not be afraid to ask your teachers	44
30	Point 15: Study from the experts	44
31	The nature of some subjects	46
32	Point 16: Be calm	47
33	Point 17: Take care of your physical and mental health	48
34	Helpful tips for the body	50
35	The adverse effects of staying awake at night	52
36	Disadvantages of overburdening yourself	53

37	Useful things for mental health	54
38	Benefits of applying oil to the head	54
39	Point 18: Figure out the time when you are physically and mentally active	57
40	Medical research (Early to bed, early to rise)	57
41	Opt for an appropriate time and place	58
42	Time is gold	58
43	How to manage time?	58
44	Point 19: Choose an appropriate study place	59
45	Unsuitable places to revise lessons	59
46	An appropriate studying environment	60
47	Chart No. (1): An admiral study place	61
48	Point 20: Try studying in an organized manner	62
49	Point 21: Don't study when you are tired	62
50	Inappropriate study times	62
51	Point 22: Account yourself	63
52	Point 23: Work hard with stability	63
53	Chapter 2 6 Basic Principles of Revising Lessons	65
54	1. Making a Timetable	66
55	Why should we manage our time?	67
56	Benefits of making a timetable	69

57	15 essentials of a good timetable	70
58	Things to consider while studying more than one subject a day	70
59	Table No.1: Timetable of a day	71
60	Relaxation periods	73
61	The obstacles faced while following the timetable	75
62	2. Reading carefully	77
63	Let's know the meaning of reading carefully	78
64	How to read carefully?	79
65	How can we increase our reading ability?	79
66	Why is writing so important?	81
67	How to end slow reading?	85
68	Determine what is important in the topic	88
69	Knowing your reading speed	89
70	How much should reading speed be?	90
71	Chart No. 2: How to speed up reading?	92
72	Comparison between a quick reader and a slow reader	93
73	Exercise: How can you be satisfied with your progress in quick reading?	94
74	3. Complete Concentration	96
75	What does concentration mean?	97

76	The importance of concentration	98
77	How to we attain concentration?	99
78	Some major obstacles in the way of achieving concentration	100
79	Absent-mindedness	101
80	Who becomes absent-minded?	101
81	Important instructions	101
82	Who doesn't become absent-minded?	102
83	The reasons behind absent-mindedness	103
84	The cure of absent-mindedness	105
85	4. Listening carefully	108
86	The First Step to understanding	109
87	A significant reason for not listening carefully	109
88	A remarkable research on human beings' connection with the universe	110
89	An effective way to increase the ability to listen carefully	110
90	Some bad habits regarding listening	111
91	Obstacles to taking advantage of the teacher's lessons	111
92	10 Principles of listening carefully	112
93	Ways to create enthusiasm	113
94	Chart No. 3: Elements of listening to the teacher's lessons carefully in the classroom	116
95	Determining the key points in the lesson	117

96	Some important advice	117
97	Chart No. 4: Signs of key points known by the teacher	119
98	5. Memorising the Lesson	120
99	The importance of memorising lessons	121
100	10 Principles of memorising lessons	122
101	Do not exceed the limits in understanding	123
102	The enormous benefits of dividing chapters into components	124
103	Why do we prohibit you from memorizing long lessons together?	124
104	Benefits of dividing the memorizing process into intervals	125
105	Points to be considered while revising	125
106	The importance of reciting your lesson to someone	127
107	An experience regarding reciting the lesson	128
108	Ways of reciting lessons	129
109	How much time should you spend on reciting your work?	130
110	Two great pieces of research on the use of the five senses	131
111	Several ways to use multiple senses	132
112	What is forgetfulness?	134
113	Types of forgetfulness	135
114	How does anyone become forgetful?	135

115	The two forms of remembering	136
116	Reasons behind forgetfulness	136
117	How can we counter forgetfulness? 20 principles of countering forgetfulness	140
118	Advantages of managing time	149
119	The effect of Fajr Prayer on you	150
120	What is piety?	152
121	The effect of piety on the brain	152
122	6. Revising the lesson continuously	155
123	Revising near exam dates or regularly?	156
124	The importance of revising lessons	157
125	The most appropriate timings for revising lessons	158
126	How do we revise lessons?	160
127	Practice: Do you know the best way to attain knowledge	161
128	Examining the method of learning lessons	165
129	10 Principles of learning Arts and Literature	168
130	10 Principles of learning different Sciences	169
131	Chapter 3	170
132	10 Important Points regarding the Preparations for Exams	171
133	1. Preparation for the exams is from the beginning	171

134	Identifying a common mistake of students	172
135	Basic principles of regular preparation	172
136	2. Revise in the last weeks	174
137	3. Prepare for the exams in the last week	176
138	4. Prepare for the exams even one day before it	176
139	How do you spend the day before your exam?	178
140	5. Recognize your teacher or your organization's style and pattern	178
141	Ways of recognizing the teacher's teaching style	179
142	6. Take help from old students	179
143	7. Try understanding the questions before answering them	179
144	8. Improve your handwriting	180
145	9. Know the steps for answering	181
146	Step 1: Before answering	181
147	Step 2: While answering	182
148	Step 3: After answering	185
149	10. Offer supplications and repent to the Almighty	186
150	A meaningful conversation regarding learning a language The Importance of a language	192

151	An easy way to learn a language	193
152	Why is it necessary to speak a language to learn it?	194
153	Reading to learn a language	195
154	Use the same language to learn it	197
155	How to think when writing?	197
156	An essential conversation regarding manners and respect	199
157	Definition of manners	199
158	Manners related to the teacher	202
159	Manners related to books	204
160	Manners related to colleagues	205
161	Problems and Solutions (Students ask)	207
162	Ten Golden Principles	215
163	SKYRISE PUBLICATIONS & ILMOAMAL ORGANIZATION	216

Foreword and Prayers:
Hadhrat Shaykh Maulana Shamsur Rahman AlAbbasi
Damat Barakatuhum

I have read excerpts of my child, Muhammad Saad Rafiq's book "The Secret to Academic Excellence." Hopefully, it will become a book beneficial for both students and graduates. I pray to the Almighty Lord to grant it acceptance and make it an ongoing reward for him.

(Hadhrat Maulana) Shamsur Rahman AlAbbasi (Damat Barakatuhum)

Imam Masjid Ghafoori
Soldier Bazar
Karachi, Pakistan

Foreword: Doctor Maulana Ahmed Banori

Vice Principal: Jamia Uloom Islamiyyah Allama Banori Town Karachi

Dr (Maulana) Ahmed Banori

Vice Principal, Jamia Uloom Islamiyyah,
Allama Banori Town, Karachi, Pakistan

Date: 30 SEP 2022

Real knowledge is a gift from Almighty Allah. This knowledge is attained only by accepting certain behaviors and following set routes. Therefore, Ulama in the whole of Islamic history guide their disciples about these behaviors and routes called 'Adab-ul-Ilm'. Hence, it is incumbent on all the seekers of knowledge to obey these rules and follow these ways and the above all path is training of the human mind.

The mind of a man is the seat of his intellect. It is, hence, imperative for everyone who desires academic excellence not only to have a regenerated mind but also a properly charged brain. Muhammad Sa'ad's passion for writing on real life issues confronting students in particular and people in general is what led him to put together this book for students especially, and all who seek to become academic genius in general.

The author shares with you how you can succeed in all your academic endeavor.

The book in your hands contains the secrets concerning academic excellence, so I want you to take your time and assimilate them.

I pray to Almighty Allah to give this book qubooliat. Ameen.

Dr (Maulana) Ahmed Banori

Vice Principal

Jamia Uloom Islamiyyah Allama Banori Town, Karachi

Foreword:
Dr Ubaid Ahmed Khan



Prof. Dr. Ubaid Ahmed Khan

Department of Usooluddin, Faculty of Islamic Studies,
University of Karachi, Pakistan.

Email: drobaidahmedkhan@uok.edu.pk,
drubaidahmedkhan@gmail.com

Date: 11 AUG 2022

"The Secret to Academic Excellence"

A good effort has been made on the subject by honorable Mr. Saad Rafique. In the first chapter, he has described how to prepare yourself for study. Then in the second chapter the principles of how to learn the lesson by heart are described.

Finally, in the third chapter the principles related to exam preparation are described. Your efforts seem highly beneficial for today's students. In this ultra-modern period of learning modern methods and modern principles are nicely explained. My heartfelt prayer is that "May Allah accept your efforts and grant the students the opportunity to benefit from it." (Ameen)

Sincerely,

Prof. Dr. Ubaid Ahmed Khan

Department of Usooluddin,
University of Karachi.

Address: House No: A-138 Sector T-1, Gulshan e Maymar, Karachi, Pakistan

Foreword: Dr Syed Waqas Anjum Jafri

SYED
WAQAS
JAFRI

Date: 01-Sep-2022
0300 423 7021
waqasjafri@yahoo.com
waqasjafri.com

The Secret to Academic Excellence

Blessed are the Muslims for they are the followers of a religion that started with the word Iqra i.e, read. This very first word of revelation marks the beginning of a journey that was going to change how mankind thinks and acts for the rest of the ages to come. But, the important thing to notice here is the emphasis that this religion has all along put on education and learning. Truly, the significance that Islam assigns to acquiring knowledge can't be overstated. Two primary sources of guidance for Muslims, the Quran and Hadith put great emphasis on the importance of education, so much so that the Prophet (Peace be upon him) is reported to have said, "The best a father can give to his children is noble education."

This era is the era of knowledge. Gone are the days when nations prospered and curated their space with the might of a sword, for now, the power and ability to transform the world lies with the men of letters. In this context, Quaid e Azam Muhammad Ali Jinnah didn't exaggerate when he said that education is a matter of life and death for Pakistan. It is indeed the matter of life and death for mankind today. The problems and challenges that confront our world now can only be tackled with divine guidance, learning, and rational thinking. It is therefore very important that we channel our energies in this direction and make every effort to educate ourselves and the generations to come.

It is indeed pleasant to know that many scholars in our country realize the importance of this task and every now and then we get to see their efforts bearing fruit. One such scholar is my friend Sa'ad Rafiq who has written a book in Urdu and English inspired by an Arabic book "*Asrar-utTafawwuq-id-Dirasi*". His book which aims at making the

Foreword: Dr Syed Waqas Anjum Jafri

process of learning easy and proficient for the students has become very popular and is proving to be a huge success.

Being an educationist, I am aware of the problems and hurdles that different students face in their efforts to learn. Every child comes from a different background, bears a different and unique mind, and hence is faced with unique problems. Some, for example, can't recognize words easily while others are not particularly good with calculations, some find it hard to remember the facts while others are confused with their imagination. After careful perusing of the text, I am confident that the writer has successfully addressed most of the problems in this book and it will surely be a great help to our young minds. The learning tips and tricks compiled in the book indicate that the content is backed by strong research and vast experience.

I am hopeful that this book shall prove to be great assistance to our young ones enrolled in schools and colleges. At the same time, it'll add a new dimension to the prevailing educational scenes of Pakistan as well as there is much for us, the teachers to learn from this book. It'll surely broaden our horizons and we'll be able to better understand the needs and problems of the students that we teach.

This book is a great service to the nation and I extend my heartfelt congratulations to my brother Sa'ad Rafiq for successfully completing this task of paramount importance. May Allah (SWT) reward him for his efforts and make these pages a guide for us to achieve *Hasnah* in this world and the world hereafter.



(Syed Waqas Jafri)

Chairman: Association for Academic Quality

CEO: Dar-e-Arqam Schools

Director: Ghazali Education Trust



Knowledge is one of the basic needs of humankind. It is a blessing that distinguishes humans from all other beings and creations of the Almighty, including the Angels. It gives them the privilege of being the caliph of God in the world.

Undoubtedly, religious knowledge guarantees salvation in this world and the Hereafter. Similarly, this world's knowledge and education are fruitful if achieved after hard work and struggle.

A labourer works hard from morning to evening and gets Rs. 500 daily. In contrast, another educated man who instructs and only watches the labour working goes to his air-conditioned room, sits for a few hours, returns home, and earns millions. The reason for this broad difference is education.

Everything in the world has a framework and a way or some correct ways of doing it. We can do those things perfectly if we adopt one of those ways. If we want success, we must learn how to do everything correctly, given that the successful and more fruitful ways of performing multiple tasks are explained in quite a detail. Varied articles, scripts, and books have been written and are being written that tell us how to do numerous things. For example, we have Wiki-How, which covers different topics extensively and tells people how to do various things.

Observing WikiHow and how people use it and all the things they search for over there, we can conclude that we need to learn how to do basic day-to-day things correctly. And when this is the case, then a valuable thing like attaining knowledge is much

more worthy of being discussed and taught. Indeed, there are ways to gain knowledge wisely. The person who follows those ways can excel and succeed in a short time and can save himself from wasting time and energy. Experience, research, and motivation can cause us to grow in this field and acquire high achievements. Surely, a wise man would not refrain from knowing the correct method and its benefits. On the contrary, a person who walks according to his mind only and does not benefit from anyone else's experience is likely not to succeed. Instead, he may not even reach his destination.

The need for this book

Whether a student of a Madrassa, school, or college, no one likes failure. Everyone wants success. He wants to learn well, understand well, attain higher grades and be in the lead. He consistently works harder and harder for it, but sometimes he is not headed in the right direction. The reason is that he is working hard but not working smart.

Furthermore, I will not exaggerate if I say that we also need books of this sort in our educational system. And along with them, we need books related to motivation that build a student's self-esteem. Because sometimes, a student does not realize his own mistakes and does not even know why his academic abilities are declining. Moreover, students of all ages and grades in schools, colleges, and universities face severe problems. This book is here to solve their problems.

For example, some students insist on listening only. They focus on listening to their teacher first and then on listening to a colleague in their class, and that is all they do. We can easily understand that this behaviour of them is not appropriate at all. They may understand the lesson at that time, but that is just not

enough. A good understanding is when a student can remember what he understood and is capable of conveying that understanding to others! In addition, in some subjects, like Mathematics, practice is a necessity! Precisely speaking, these students only use the sense of listening among The Five senses of knowledge. We should know that all of these senses of knowledge have to be used to achieve good learning.

A similar problem is that there are mainly two educational systems in our Pakistani schools: the British O-level system and the local Matric Education System. The students of O-level focus more on understanding and practice as well, but they hardly focus on memorizing things. Sometimes they do not even learn the basics and the essential principles that should be at a student's fingertips. By contrast, the students of the Matric System have been seen as the opposite of that. They struggle to memorize things and do not pay much attention to understanding them. Resultantly, both of them face difficulties in the future. One only has the habit of understanding things and faces problems in memorization. And the other often just knows how to memorize things and cannot focus on the concepts behind them. The best and most appropriate way is to gather both things together. We should use all the senses to memorize the lesson, such as using the ear to listen to it, the tongue to speak it aloud, the hands to write it, and the eyes to read it. Then, the inner senses should be used as well. The power of imagination should be used to bring things to reality; the power of memorization should be used to remember lessons. The power of thinking can get new results and derive several things. Besides understanding the particular lesson well, another great benefit of studying this way is that all these skills are utilized and become more active. It is human nature that, unlike machines, the more we use our physical or mental skills, the more effective they become.

Therefore, the more we use our brain skills, the brighter we will be.

The Missing Piece

Some students try to find solutions to problems they face in studying, but they seldom get enough answers. I may tell you that I had also been looking for solutions to my issues since I was in school. Still, I could not get any satisfactory answers until the time I started studying in a Madrasa. One day, I found a book in a bookshop Maktaba-tul-Hamd with the name أسرار التفوق الدراسي (*Asrar-ut-tafawwuq id-dirasi*). The title caught my eye, and I bought the book right away. At that time, the subject didn't seem to be of much importance to me. But as I started reading it, I became surprised and happy. Because, after years of struggling, I had finally found the missing piece of the puzzle. Then I thoroughly continued reading the book and following its tips. After reading it, I also started discussing the points with my colleagues, who benefited greatly from it.

I started thinking about the students in schools and colleges. I wished I could do something for them to help them find the easy solution to their problems at a very appropriate time. This way, I could save them from having nightmares that I used to have because of difficulties in my studies. Therefore, I planned to translate this book into Urdu and English and make some necessary additions. So, here it is! Firstly, I translated it into Urdu and made some necessary additions. It has been published several times, and people benefit greatly from it. And now, I am writing a book in English inspired by the Arabic book. Praises are to the Almighty Lord.

This book comprises a foreword and three chapters. The first chapter consists of 23 points to prepare oneself mentally before

sitting for a lesson. The second chapter mentions six basic principles of memorizing a lesson well. In the third chapter, ten tips regarding preparation for exams have been mentioned.

I pray that my efforts are accepted by the Almighty, and the book serves as a guide for every student so that he can reach the highest level of success and development.

I have tried to make this book as easy as I could. Despite all this effort, if the students find it difficult to understand, I would like to apologize in advance. I also request that if you find this book beneficial, don't forget my family and me in your special prayers. This book has been written with immense hope, emotion and desire and is intended to benefit its readers. So please feel free to write your precious comments and feelings regarding this book and send them to me. God bless you.

May the Almighty Lord make it a source of salvation for everyone who has helped me prepare this book, publish it, and make it beneficial for students worldwide.

Muhammad Sa'ad Rafiq Gadit

Karachi, Pakistan

Graduate and Masters in Islamic Jurisprudence from Jamia Uloom Islamiyyah Allama Banori Town

For any comments and to inform me regarding any mistake, feel free to contact me at my email address: saadrafiqgadit@gmail.com. To err is human; to edit, divine.



Dear students! Seeing every dream become a reality and every wish fulfilled is impossible without hard work and sincere efforts. The poet says:

وَمَا نَيْلُ الْمَطَالِبِ إِلَّا بِالتَّمَنِّيِ وَ لَكِنْ تَوْحَدُ الدُّنْيَا غِلَا
وَمَا اسْتَعَصَى عَلَى قَوْمٍ مَّنَالُ إِذَا الْإِقْدَامُ كَانَتْ لَهُمْ رِكَابًا

Translation: "You cannot achieve your goals just by expectations, but the world is conquered through efforts. If a nation makes its habit of striving for its purpose, it is not difficult for it to do anything."

The famous scientist Thomas Edison was once asked: "How were you able to invent 100 things, from a precious thing like the bulb to something unique like a gramophone! He simply replied: "I love to imagine things, and then I work hard to see my dreams come true." Interestingly, he did not consider himself a genius. And he did not even like to hear words like "Mr Genius" and "The Intelligent" about himself.

We learn that it requires real effort, whether it be studying or learning some skill. It's 1% idea and 99% work that bring the results. It is not that some people are born with a big brain and are geniuses and experts in everything. In contrast, the others we consider weak are born with a weak mind and insufficient memory and are entirely skill-less. Yes, hard work and sincere effort towards what we believe we can achieve makes us solid and worthy. And through these efforts, we can also reach new

and undiscovered heights. **What a dream needs is someone to believe in it! A weak person with a plan can surpass a genius without a plan.**

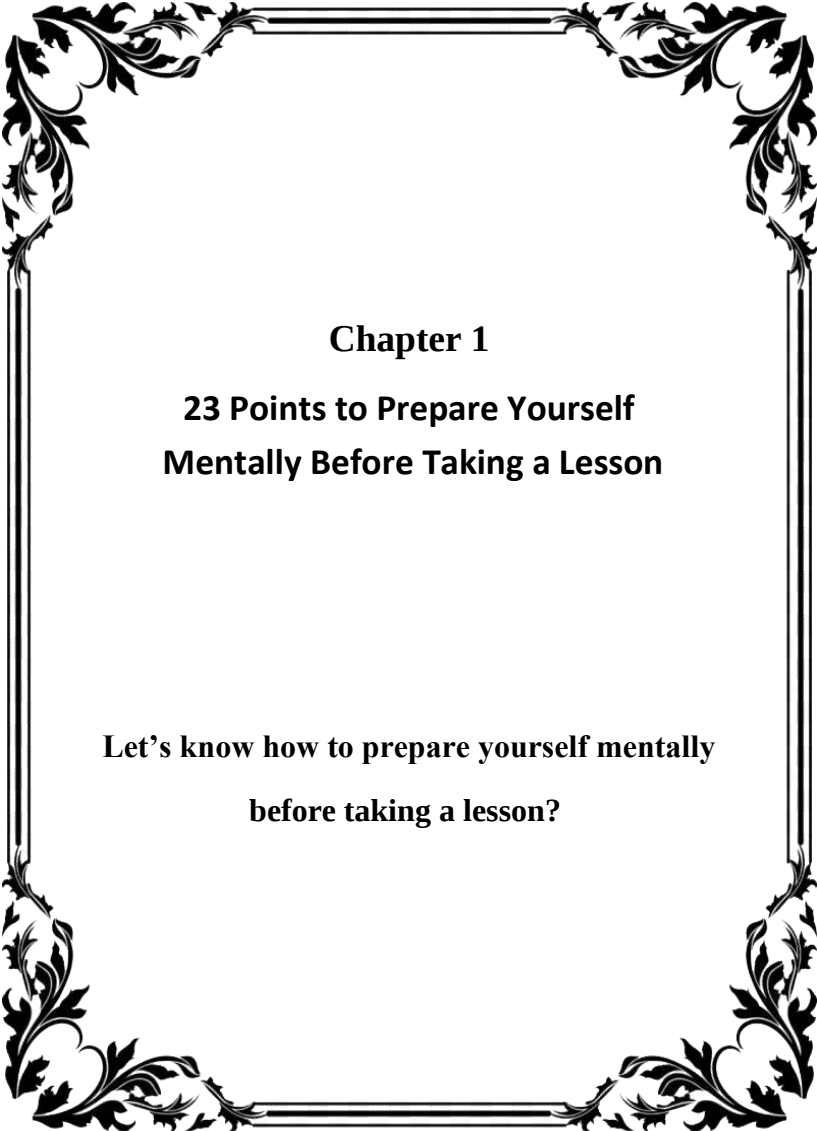
Modern psychology has revealed that every student can improve and excel because he has the skills that can make him succeed and develop. Still, the condition is that he or she must use the skills correctly.

A poet has well said:

أَخِي لَنْ تُنَالَ الْعِلْمَ إِلَّا بِسِتَّةٍ سَأُنَبِّئُكَ عَنْ تَفَاصِيلِهَا بَيَانٍ
ذِكَاً وَحِرْصَ وَاجْتِهَاداً وَبُلْعَةً وَإِرْشَادَ أُسْتَاذٍ وَطُولَ زَمَانٍ

Translation: "My brother! You can't get knowledge without these six things; I will tell you them clearly. They are intelligence, constant effort, hard work, money (to a need), teacher's guidance and a long time."

In the present day, it has become clear that some principles and means of learning and memorizing can enhance the student's ability to understand something and accurately cover a subject.

A decorative border with ornate floral and leaf patterns in each corner, framing the central text.

Chapter 1

23 Points to Prepare Yourself Mentally Before Taking a Lesson

**Let's know how to prepare yourself mentally
before taking a lesson?**



23 Points to Prepare Yourself Mentally Before Taking a Lesson



There are many factors behind success in the learning process. The most crucial factor is that we follow the right path. This is why a few hours of effort with the right way is better and more beneficial than many hours of misguided efforts.

Let's get to know these points and make a commitment to continue our educational journey on these fundamentals:

Point 1: Correct your Intentions:

Whatever you do, be sincere and unselfish in it. If you have any personal interest in what you do, your focus will only be on achieving that personal interest. This way, the quality of your work will be sabotaged, and you will never be able to accomplish any long-term results in your career.

And make sure that your goal in attaining knowledge is to please the Almighty. This way, all your efforts will become worship. The Prophet (Peace and blessings be upon him) said:

«إِنَّمَا الْأَعْمَالُ بِالنِّيَّاتِ وَإِنَّمَا لِكُلِّ امْرِئٍ مَّا نَوَىٰ»

Translation: "Indeed, actions are based on intentions and for man is what he intended.

What is beneficial knowledge?

One purpose of knowledge is to recognize and strengthen our relationship with our Lord and know what my Lord asks me for in every moment of my life. In the Prophet (PBUH)'s sayings, beneficial knowledge has been sought in many places. There is a saying in which The Holy Prophet (PBUH) asked for beneficial knowledge:

«اللَّهُمَّ إِنِّي أَسْأَلُكَ عِلْمًا نَافِعًا وَرِزْقًا وَاسِعًا وَعَمَلًا مُقْبَلًا وَشِفَاءً مِنْ كُلِّ دَاءٍ»

Translation: "Oh, the Almighty Lord! I ask You for beneficial knowledge, goodly provision, accepted deeds and cure from all diseases."

Whether a student is of religion or medicine or any other field, if he has acquired these qualities, he has undoubtedly achieved beneficial knowledge. And if a student of faith as well does not develop these qualities, he hasn't received this knowledge. But he has only gathered words while not knowing their true meanings. However, we believe that the students of religion are better than us, they learn a lot more about faith, and most have attained this beneficial knowledge.

The acceptance of Muatta Imam Malik

There is a book of Prophetic narrations called "*Muatta Imam Malik*". Nowadays, you will find only one book in our markets named *Muatta*. However, when this book was written, many people gathered prophetic narrations with this name. At that time, someone said to Imam Malik:

There are many books with the name *Muatta*. What is the difference between yours and the others?"

He gave an answer that is worth writing with liquid gold. He said:

« مَا كَانَ لِلَّهِ فَهُوَ يَبْقَى »

Translation: "The work done for the Almighty's consent remains."

We can see what he had said with our eyes today. We can hardly find the names of the books that were written then. However, the book written by Imam Malik is still being read and published worldwide.

Indeed, intentions profoundly affect every human action, and their relationship with knowledge is intense and indescribable. If knowledge is attained with good intentions, it becomes fruitful and benefits more people. And the better the aim, the better the results.

Whether the knowledge of religion or the world, it is necessary to possess good intentions in both cases. If a student of worldly education corrects his objectives, he will see its returns in this world and the Hereafter. For example, suppose a student studying to be a doctor intends to benefit people from his education and please the Almighty. In that case, he will get high ranks in both worlds. And along with it, he will get the fame and wealth destined for him. And hopefully, more people will be satisfied and cured by his hands. And at least a person acquiring worldly knowledge should intend to earn a living to fulfil his responsibilities so that he does not need to beg anyone.

I am saying this in the context of many experiences and observations. And I ask my readers to do their research so that they can increase their confidence in what I say. For each of us,

whatever the field we are concerned with, we must also gain moral values. This is the first step towards a bright future and success.

Point 2: Have faith in fate but make use of resources

Always remember that with complete faith in the Almighty and that whatever He has written shall be, it is our responsibility to use resources as well. We should also clear our minds of this misconception that prayers only will work for us. Mere faith with no effort is nothing but deception. And it is against the teachings of religion.

Point 3: Adopt Sunnah Habits

The Holy Prophet (Peace and Blessings be upon him) was the best of mankind. He is undoubtedly a model for people from all walks of life. Wherever the word of perfection comes and whenever we hear about the most appropriate human nature, his (Peace be upon him) name comes forward.

The ways of the Prophet (peace and blessings be upon him) guarantee not only success in the Hereafter but also worldly success. The Prophet (peace and blessings be upon him) is assuredly an ideal for every person in society, especially the teachers. Because the Prophet (peace and blessings be upon him) introduced himself as a teacher, it becomes necessary for everyone connected with the field of education to follow Him more than others.

Point 4: Start every good work, especially the educational process, with "Bismillah-ir-Rahman-ir-Rahim":

It means: "I start with the name of the Almighty, the Most Beneficent and the Most Merciful." We should be beware of the fact that any work begun without the name of The Almighty remains incomplete and unblessed.

Point 5: Don't procrastinate

As a student of knowledge, counter all ideas and thoughts that take you away from your studies. Stop saying phrases like "I will do it tomorrow," "I will do it soon", and so on. These phrases invite failure to come towards the one who says them.

Point 6: Avoid negative thoughts

Many weak students and students who have faced failure are seen looking towards studies from blind, black mirrored binoculars. They see darkness everywhere they look, find everything black and are in a state of hopelessness and despair. They remain unconfident and demotivated. Furthermore, they live their lives remembering these negative thoughts, which further increases their failure in life:

- I am weak in teaching.
- I can't succeed in this subject.
- It is hard for me to study this subject.
- My base in this subject is not strong, so I cannot succeed in it.
- I can only acquire passing marks.
- When I read this book, my mind shuts down.
- This subject is challenging for me.

All such thoughts are satanic whispers. These thoughts only invite students to head towards failure. Thinking about them or letting them come to the mind is also harmful, especially during resting times, before sleep or in gatherings amongst friends and family.

Now a question arises:

How do I build self-confidence and increase my skills?

There are many resources and methods for increasing self-confidence. I will mention some of these methods:

Ways to build self-confidence:

- Make sure that the Almighty is with you, and as long as you are with him and following his commandments, you cannot fail.
- Do something you like and remind yourself that you have reached this conclusion by yourself. This will increase your self-confidence. You must speak to yourself in the light of this work and say that you have done it well. Encourage yourself and say that the way I have been able to get good results here, I can also get good marks in my exams. Believe me; exams are as enjoyable and exciting as the other things we do. An exam is like a puzzle and a challenge that calls us towards itself. We should be brave enough to accept the challenge, beat it and take ourselves to the next level of competence.
- Recognize your strong points. Know the qualities and skills you possess and enhance them. This will make you master certain qualities in which you will be

distinguished from others, which will significantly increase your self-confidence.

- Try to recognize your weak points. It is advisable to write them down, explain each weakness and try to know the reasons and causes of them.

Only recognizing these weaknesses and finding their reasons will make you confident. When you know the reasons, start thinking further, find methods to overcome these weaknesses, and write down those methods.

The reasons behind those weaknesses sometimes belong to human nature; sometimes, they result from environmental impact or economic or social problems. We should know that everyone in the world has issues; no one lives a worry-less life. Still, some people let worries overwhelm them and affect their life. In contrast, others face them and do not allow their problems to affect their lives and work efficiency. They do not only get solutions to their problems but can turn them into opportunities.

The remedy is to develop various sources that will motivate, encourage and help you to overcome these weaknesses. Try to find solutions to these problems yourself or with the help of your parents, teachers and close friends, so that you can easily overcome them and eventually get rid of them.

- Your self-confidence will be affected if you do not possess as many abilities as others. If this is the case, I would advise you to be patient and follow this tip: First, see which skills you want to improve; then find out the best way to improve these skills, approach experts, and then engage yourself in the tasks you are given. Remember that the more you fulfil these tasks, the

more confident you will become. None of us is born skilled or a scholar. Whatever a man achieves and becomes is due to his efforts. Tell me if you know someone who knew cycling the day he was born. Never! You will never find such a case! A bicyclist learns how to ride a bicycle after coming to the world, becoming an expert when he keeps practising it.

- If you cannot improve any skill now, do not be disheartened. Your growing elements may not be working along with you at this moment of life. Still hopefully, they will be working extensively in the future. Just wait for the time to come and keep up your efforts and prayers.
- Remember that the problems you face in your life demand a positive and effective role from you. They want to hear you say that you can solve this problem. If you can't solve it, don't panic; keep up your efforts. Remember that both winning and losing are decisions of the Almighty. Success and failure are both a part of life. But failure can be changed to success if we deal with it correctly, and we should always accept the Almighty Lord's decisions and be happy with them.

Point 7: Trust the Almighty

Trusting the Almighty is the secret to every success. Trusting Him gives a person the strength to fulfil his responsibilities and makes him satisfied that someone is looking after him. He will not let his efforts go to waste but will surely give multiples in return. And He will reward him more than his efforts.

Through this trust, a man gets the will to do his work more effectively, and he diverts himself towards more and more valuable and rewarding tasks.

Now a question arises:

How do I increase my trust in the Almighty?

The answer can be found in the following:

Ways to build trust in the Almighty:

- Hold on to His Book, and His Prophet (PBUH)'s saying.
- Offer obligatory and non-obligatory prayers. This will make you closer to him.
- Always remember Him, whether you are alone or among many people.
- Fulfil the rights of the Almighty and the rights of His beings and avoid all sins.
- Do not make the world your final destination; do not give up your religion for the world.

A great poet had once said:

فَلَا دِينُنَا يَنْقَى وَلَا مَا نُرَفِّعُ	نَرَفِّعُ دُنْيَانَا بِتَمَرِّيقِ دِينِنَا
وَجَادَ دُنْيَاهُ لِمَا يَتَوَقَّعُ	فَطَلَّوْنَا لِعَبْدِ أَكْرَ اللَّهِ رَبِّهِ

Translation: "We try destroying our religion to improve our lives in this world. This results in the loss of both; we neither preserve our religion nor this world exists forever." So, a wise man prefers his Lord's commands and sacrifices his world for the Hereafter that is certain to come."

Point 8: Understand the importance of knowledge

The word knowledge comes in many places in the Holy Quran. This certainly shows that learning has great importance in religion as well. The Almighty Lord says in His beloved book:

﴿هَلْ يُسْتَوَى الَّذِينَ يَعْلَمُونَ وَالَّذِينَ لَا يَعْلَمُونَ﴾

[Surah Zumar: Verse No.9]

Translation: "Can knowledgeable and unknowledgeable people be equal?" (Bayan-ul-Quran)

And in one place, He says:

﴿وَقُلْ رَبِّ زِدْنِي عِلْمًا﴾

Translation: "And keep praying: My Lord! Give me more progress in knowledge." (Easy Translation of Quran)

And He said telling the value of people of knowledge:

﴿يَرْفَعُ اللَّهُ الَّذِينَ آمَنُوا مِنْكُمْ وَالَّذِينَ أُوتُوا الْعِلْمَ دَرَجَاتٍ﴾

Translation: "Allah will raise the ranks of those of you who believe and those who have been given knowledge."

He also said:

﴿إِنَّمَا يَخْشَى اللَّهَ مِنْ عِبَادِهِ الْعُلَمَاءُ﴾

Translation: "Indeed, those who have been given knowledge fear God the most."

He also said swearing by the pen:

﴿وَالْقَلَمِ وَمَا يَسْطُرُونَ﴾

Translation: "The word is of the pen and what they are writing."

I hope that these verses will reveal the importance of knowledge to you. Similarly, the Prophet (peace and blessings of the Almighty be upon him) has explained the importance of knowledge in many of his sayings and has encouraged us to achieve it. I will be mentioning some of His narrations:

○ « أَفْضَلُ النَّاسِ الْمُؤْمِنُ الْعَالِمُ، الَّذِي إِذَا حَاجِبَهُ إِلَيْهِ نَفَعَ وَإِنْ اسْتُعِيَّ عَنْهُ أَعْنَى »

Translation: "The best of people is a Believer who has knowledge. When people need him, he benefits them; when people don't show need to him, he gets away from them (and doesn't show his need to them)."

○ « يُوزَنُ مِدَادُ الْعُلَمَاءِ يَوْمَ الْقِيَامَةِ بِدَمِ الشُّهَدَاءِ »

Translation: "On the day of resurrection, the ink used by scholars will weigh as the blood of the martyrs."

○ « هَلَكَ أُمَّتِي فِي ثَنَيْنِ: تَرْكِ الْعِلْمِ وَجَمْعِ الْمَالِ »

Translation: "The destruction of my nation is in two things: abandoning knowledge and collecting wealth."

Indeed, knowledge is like jewels to humankind. It increases a man's value and his beauty. The more knowledge a man has, the more prominent he will be among the people. So, try to gain as

much knowledge as you can. Remember, there is no limit to learning, nor is there any specific time or age.

A person can stay engaged in this great work from his mother's lap till the moment he dies. There are many examples of such people in history, and we still find many people who have dedicated their lives to knowledge.

Our society may only call the one who studies in an educational institution and learns different subjects a student. Still, in reality, anyone who keeps learning can call himself a student and can attain the blessings and benefits promised to a student in the Hereafter.

Point 9: Keep an eye on success, be optimistic and have a positive attitude

Don't think about failure. Why do you assume that your teachers are against you? Why do you think they will never give you good numbers? Why are you satisfied with just passing marks? Why do you say I already know all my friends will get better grades than me? Why don't you think of your success? Why don't you become like a person who believes in his success?

I won't say that you will never fail. I don't want to deceive you by saying that you will always get what you want. Yes, I would say, don't be afraid of failure. Be brave. Be confident. Know that failure is the first step to success. It makes us aware of our mistakes. And when we know the reasons behind failing, we get capable enough to reform ourselves and finally touch new heights of success. The only thing that needs to be done is to always stay positive. This way, and by hoping for success, we keep moving forward.

Secrets of successful people

"I met many successful people," says British journalist Tom Crabtree. Finally, I saw that they all have a plan for living their lives and a few goals and have been working to achieve them from the beginning. A few have fulfilled all the previous dreams of their lives and are now looking for new targets. During the interview, some people described their difficulties and how they overcame them and turned their failures into successes. This is how successful people are: they don't lose hope, stay motivated, and struggle to achieve their destinations. The life of unsuccessful people is absolutely opposite to theirs.

Similarly, many successful people told the journalist Crabtree that in this long journey of success and between all these obstacles, they never forgot their reality. And they felt refreshed despite all the difficulties they faced. You may compare these people to the other unsuccessful ones and see that these people are entirely different from those who do not succeed in their lives.

So, success can be expressed in a few words:

- Good morale
- Self Confidence
- Setting Achievable goals
- Hard work

Hope and despair

Religion always encourages its followers to remain hopeful and satisfied. It has placed intentions above actions. There is a Prophetic narration: «يَكُنْهُ الْمُؤْمِنُ خَيْرٌ مِنْ عَمَلِهِ» A believer's intentions

are better than his actions". Believers are taught to have good intentions and to be optimistic.

A believer hates to be unoptimistic. He doesn't get frustrated or lose hope or blame himself. In fact, he puts faith before fate.

He knows that being unoptimistic is like letting a virus enter your body, let it overcome it and then destroy it. So, they close the door to their minds and do not let unoptimistic thoughts enter them. Similarly, being unoptimistic shows weakness of intention. The Holy Messenger (peace and blessings be upon him) has said:

« تَفَاءَلُوا بِالْخَيْرِ تَجِدُوهُ »

Translation: "Be optimistic in every task, and you will be able to achieve your goal."

You must follow this and remember that if a trader hopes for profit, he will hopefully get it. If a patient is optimistic about becoming healthy, he will soon be cured. Similarly, if a farmer expects more yield, he will get it.

Dear Student! If you hope for success and achievements, you will hopefully get what you desire.

That's why I ask you to be optimistic in your life. Motivate yourself and think that you are an intelligent person and capable of achieving the goals that you have set for yourself.

A psychologist says:

"When we think positive, we make our intellects think positive and positive thinking leads us to the most positive things in our lives."

Point 10: Stay away from bad friends

عَنِ الْمَرْءِ لَا تَسْأَلْ وَأَنْصُرْ قَرِيْنَهُ فَإِنَّ الْقَرِيْنَ بِالْفَقَارِ يَمْتَدِي
فَإِنْ كَانَ دَاشِرٌ فَجَانِبُهُ سُرْعَةً وَإِنْ كَانَ دَاحِظٌ فَقَارُهُ تَهْتَدِي

Translation: "Don't ask about a person's personality; just see his friends. A friend follows his friend. If his friends are bad, quickly get away from him, and if his friends are good, stay with him; you will find the right way."

Impact of companionship

Wherever there has been a human society, it has been filled with good and bad people. You will find people who will encourage you, motivate you and sow seeds of hope in your heart. Their companionship will be your heart's joy, and meeting them will make you more attracted to good things than ever. You will also get more inclined towards your lessons. Similarly, you will find people who will demoralize you. They will distract you and move you away from good deeds and studies. They will lead you to play games during exams. They will make you waste your time and do useless things. They will say, "Let it go, brother! There's no need to study? Let's enjoy ourselves. We will cheat in exams and pass anyway." Remember, what these people are doing is unlawful and prohibited. Don't forget that cheating is not permissible at all. There is a Prophetic narration:

« مَنْ غَشَّنَا فَلَيْسَ مِنَّا »

Translation: "The one who deceives is not one of us."

And cheating others is a form of betrayal by the administration and the management.

In Persian, Sheikh Sa'adi has said:

صحبتِ صالحِ ترا صالحِ کند صحبتِ طالحِ ترا طالحِ کند

Translation: "The companionship of the good will make you good, and the companionship of the bad people will make you bad."

And there is another poetic verse by him:

هـ تا توانی می گریز از یار بد یار بد بدتر بود از مار بد
مار بد تنها تو را بر جان زند یار بد بر جان و بر ایمان زند

Translation: "Stay away from bad friends with as much power and will as you have. A bad friend is worse than a dangerous snake. A snake is only the enemy of your life, while a bad friend harms your life and faith."

Companionship is something that not only has an impact on living things but also has a significant impact on non-living things. Suppose someone tries to remove a brick used in the formation of a restroom. In that case, only a few people will take notice of it. Suppose someone tries removing a brick used in the building of a religious place, perhaps a Masjid. In that case, it may lead to outrage, and many people will take notice of the matter. They will start fighting the person involved in the act.

The place where the brick is placed determines its value. A brick placed in the restroom is not of much importance, and a brick placed in the building of any religious place becomes highly valuable. It may be a similar brick, but their companionship has determined their values.

My question to the readers is, if companionship can impact non-living things, how can it not affect living things? Particularly a being as weak and sentimental as a human being? So, always stay in the camaraderie of good people and stay away from the bad. Meet them and invite them to the right path but don't start hanging out with them or sitting with them for long.

And remember that success results in further accomplishments and vice versa. If you accompany lazy people, who just see the future with laziness and lack of hope, you will start living a failed life like them. But if you relate to people engaged in their duties with passion and hard work, you will become like them.

Explaining the benefits of the good people's companionship, Allama Rumi once said:

؎ ایک زمانہ صحبتِ باولیا بہتر از صد سالہ طاعت ہے ریا

Translation: "A few moments of the companionship of the beloved people to God is better than 100 years of sincere worship."

Scholars explain the reason behind it. They say that even by 100-year-long sincere worship, you cannot purify the inner soul as much as you can by the companionship of the Almighty's beloved. According to a poet:

؎ نگاہِ ولی میں وہ تاثیر دیکھی بدلتی ہزاروں کی تقدیر دیکھی

Translation: "In the eyes of the Almighty's beloved, we saw such effect that it resulted in the transformation of thousands."

When we encounter an illness, even in this era, we look for good doctors amongst many others who do not consider the human

body a form of business and a means of profit. Similarly, we can also find people who are honestly the Almighty's beloved and can purify our hearts and instil them with the love of Allah.

A poet says:

لَا تَتَصَحَّبِ الْكَسَالَةَ فِي حَالَتِهِ كَمْ صَالِحٍ بِفَسَادِ آخَرٍ يَفْسُدُ
عَدَوَى الْبَيِّدِ إِلَى الْحَبِيدِ سَرِيعَةٌ كَالْحُمْرِ يُوَضَّعُ فِي الرَّمَادِ فَيَجْمَدُ

Translation: "Don't accompany lazy people; many good people become bad due to others. Laziness quickly spreads from a lazy person to an active person, just like a burning coal; if it is put in ashes, it cools down."

Point 11: Study in a bright place which has plenty of light. Make sure that you gather all the necessary items you may need to help you study and memorize the lessons appropriately.

Point 12: Make use of notebooks and keep your notebooks with you so that you may be able to quickly memorize and revise your lessons.

Point 13: Complete your homework on time because it is beneficial in understanding the previous and upcoming lessons.

Point 14: Don't be afraid to ask your teachers about the lessons. They are your guide to understanding the studies.

Point 15: Study from the experts. There is a saying in Arabic:

«لِكُلِّ فَنٍّ رَجَالٌ»

Translation: "For every art, there are experts."

You may feel things will be the same or quite similar; whether you learn them from a specialist or a non-expert, it won't matter; you are learning the same things. Well, this thought is absolutely wrong. Some students may succeed because of their efforts, hard work, devotion and intellect. However, the general observation is that the one who learns from the experts understands more. He knows the depth of every matter, can easily recall things and can teach them well. Whether it be an art or subject, try to learn it from an expert in the field or the subject. Make sure you study it from someone who is concerned about you and gives you time, and no matter how much effort, time and money it may cost, don't disregard this golden tip.

There are several reasons behind it: his knowledge, familiarity with the matter and most importantly, his way of conveying the knowledge. An expert can make the most complicated things easy and precise. He may perhaps take 5 minutes to clarify a concept better than what others may not be able to explain in two hours. Furthermore, the concepts of an expert are very clear. He knows the smallest detail and has in-depth knowledge of his field. He can answer well, explain well and understand the queries of his student appropriately. In contrast, a non-expert can never be close to an expert in this. There is a phrase in Arabic:

«الْعِلْمُ نُقْطَةٌ يُكْثِرُهَا الْجَاهِلُونَ»

The matter that needs to be understood and explained is as precise as a dot. Still, the unfamiliar people increase it a lot and make it look huge and complex.

So, turn to the experts and give priority to their talk.

The nature of some subjects

Some subjects can just not be learned without self-effort and individual practice. We see some teachers trying to teach those subjects by giving detailed lectures. And in the case of Mathematics, they keep solving all the sums and problems for the students' ease. This is just not the way! Similarly, some students like just having a brief overview of a topic, seeing the solved answers and moving forward. It is entirely wrong and is like destroying one's ability to do anything independently. They may be able to complete the subject quickly in this way, but they won't be learning anything. A mathematics book or a book related to the laws of inheritance of Islam, for example, can be completed in a day or two if we only have to read it. But reading this way is fruitless if we don't practice it.

The correct way to learn is that students should practice and complete their homework and classwork by themselves. Then they must submit their assessments to the teacher, who should correct and discuss the students' errors and guide them on how to correctly solve the questions. But in deep sorrow, most schools do not practice this way of teaching. Instead, the teachers simply come to the classrooms, give long monotonous lectures and do not let the students solve problems independently. Subjects which are treated this way include English, Arabic and Mathematics.

Similarly, many schools do not have the resources to provide such a form of teaching. I mean that they lack good teachers. There may be several solutions to the problem. One of the solutions I see is to use workbooks that focus on solving and offering short and innovative questions. This way, students can

learn the subject rather than just reading it. Another solution is to use the resources available online.

And remember that in this way, the students have to do more struggle than the teacher. However, the teacher needs to be an expert to recognize the students' mistakes and give them the right solution, which can never be done without expertise. This is because a non-expert is not familiar with the depth of the matter. May the Almighty Lord give us knowledge and the will to practice upon it.

Point 16: Be calm

Some students stay away from the lesson throughout the academic period. They do not practice and hardly listen to any lecture carefully. They don't even bother asking the teacher questions or trying to understand anything. They remain this way until the time is up and everything is out of hand. This is when they wake up and start preparing for the final exams. Since the time is short and they have a heavy workload, they get frustrated. They become unable to take care of their diet, and they don't get any time for rest. This is what we call exam phobia. The reality is that no one pushed the student to this dead end but himself. He chose to be a victim of this condition in which neither is he able to maintain his health nor can he get any mental peace.

So, make this your rule: "Try not to get too tired and live a disciplined, moderate and orderly life."

The Prophet (Peace and blessings be upon him) said:

«إِنَّ الْمُنَبِّتَ لَا أَرْضًا قَطَعَ وَلَا ظَهْرًا أَبْقَى»

Translation: "A tired man cannot complete his path or retain his resources."

This Narration means that a man who overburdens himself cannot reach his goal in life, nor can he see his desires get fulfilled.

In this saying, the Prophet (peace and blessings be upon him) has captured a scenario in a few meaningful words. In it, he has described a man who decides to leave his village to go somewhere, so he puts a lot of load on his camel. He does not realize that the camel will not be able to bear all of it and starts his journey. Unfortunately, when the trip is not over, and the man is in the middle of nowhere, the camel dies, and the man does not reach his destination. Not only this, but he also deprives himself of the great resource that he used for his travel. The moral of this Narration is to not overburden oneself. The students who put a lot of burden on themselves, especially during exam days, should start pondering over this saying and think about changing their way of living.

Point 17: Take care of your physical and mental health

Your physical and mental health care is possible by:

A. Keeping oneself clean

Keep your books, clothes, room, body and everything around you neat and clean.

B. Breakfast

Breakfast is a vital diet for a student. Not having breakfast leads to several diseases and affects a student's performance. The body is just like a vehicle. A vehicle needs fuel to run. Similarly, the body needs a perfect diet to fulfil its responsibilities. The central component of your diet is your breakfast, so you must have a good breakfast.

Not having breakfast and keeping the stomach empty can cause a loss of strength, eventually affecting your body and brain. It can also result in several mental diseases, so ensure that you have a complete breakfast before leaving home.

Recent research has revealed that people who do not have breakfast are more vulnerable to mistakes and develop extensive fatigue at the end of the day.

Suppose a person gets used to not having breakfast. In that case, his body becomes frail, resulting in laxity, laziness and many diseases. Dr Efi Pharma, an expert at the Kellogg School of Management in the United States, says that not having breakfast affects the body's internal processes.

C. Eat good food

I'll be giving some examples,

For growth: use milk, yoghurt, fish, etc.

For strength: use things that contain starch or glucose, like bread, meat, various oils, etc.

For the brain and nervous system: use vegetables and fruits.

Pay great attention to quality food. Eat meals prepared in the clean atmosphere of the house or school. Protect yourself from

the things sold in the market; they are neither suitable for the body nor the soul. Avoid highly oily food. After many experiments, it has been found that wherever the nutrition is weak, the mental abilities are affected. Many students have been seen to improve in education after correcting their diet. That is why I would recommend that if someone is weak in studies, he should consult a nutritionist, or at least get to know about quality food.

Make this sentence a part of your life: **“A sound mind is in a sound body”**.

D. Make your body habitual of quality food and avoid junk and non-useful food. And to follow that wisely, it is necessary to follow these steps:

Helpful tips for the body:

- Avoid tea, coffee and carbonated drinks, i.e., Pepsi, etc., because their frequent use causes fatigue and affects the brain.
- Avoid the use of anti-sleep drugs or things that contain caffeine. They may help you stay awake at night but are very risky. Physically, their disadvantage is that these things result in muscle cramps, affect the digestive system and brain, and cause anxiety and stress. Another disadvantage is that these things are addictive. If a person gets used to them, leaving them becomes challenging.
- Avoid overeating. Eating a lot ruins the digestive system and affects blood circulation. When we eat more, more blood is required for the digestion process. Due to that, less blood is left to reach the brain, and our mental activities are affected.

The Almighty has said:

﴿كُلُوا وَاشْرَبُوا وَلَا تُسْرِفُوا﴾

Translation: "Eat well and don't go beyond the limits." (Bayan al-Quran)

The Prophet (peace and blessings be upon him) said:

« مَا مَلَأَ آدَمِيٌّ وَعَاءً شَرًّا مِنْ بَطْنِهِ، يَحْسِبُ ابْنُ آدَمَ أَكْيَلَاتٍ يُقَمِّنَ صُلْبَهُ،

فَمَنْ كَانَ لَا مَحَالَةَ فَثُلُثٌ لِطَعَامِهِ وَثُلُثٌ لِشَرَابِهِ وَثُلُثٌ لِنَفْسِهِ »

Translation: "No man has filled a vessel as bad as his stomach. A few bites are enough for Adam's son to keep his back upright. And if he has to eat, he should know that one-third of his stomach is for food, one-third is for water and one-third for his breathing."

And one of the advices of Luqman the Wise to his son is:

« يَا بُنَيَّ! إِذَا امْتَلَأَتِ الْمَعْدَةُ، نَامَتِ الْفِكْرَةُ، وَخَرِسَتِ الْحِكْمَةُ،

وَقَعَدَتِ الْأَعْضَاءُ عَنِ الْعِبَادَةِ »

Translation: "Oh my dear son! When the stomach is filled, the ability of thinking is gone, the door to wisdom is closed, and the organs and body parts become unable to support you in worship."

- Sleep early so that you can return to your lesson with great energy. Don't stay awake till 1 or 2 am without any reason. This affects your mental health, and you cannot read or write anything. I hope that you will take good

care of your health. There is a beautiful quote: "Health is wealth."

The adverse effects of staying awake at night

Staying awake affects the human eye, body and brain. The student cannot read his lesson properly or give the exam correctly. Furthermore, a person cannot even bear seeing a student who stays awake at night during his exams. It has been seen several times that such a student hears different sounds while giving his exams as if he is suffering from Tinnitus. We see his eyes burdened, his hands shaking, and it looks like he is drowsing. What do we expect him to write in his paper in this condition?

In this era, various chat forums, software and applications have arrived that intend to waste our time and make us stay awake at night. These applications distract students from their studies, steal their precious time and cause them to waste their energy on unnecessary things. Students should stay away from these purposeless things and live a meaningful life. Every step of his life should be a positive move towards his goals.

The Almighty Lord has given us the night for rest. We should sleep early to be energetic for the next day. A student should at least sleep for six to seven hours so that his brain cells get enough time to relax and regain their ability to understand and memorize things.

However, it is also noted that the way that less sleep weakens a person's understanding skills. Similarly, more rest makes him lazy. This is why I advise the students to live a moderate life with adequate sleep and make their lives as valuable as possible because a person gets it only once in this world.

Disadvantages of overburdening yourself

A person who overburdens himself gets enervated. Then he cannot study or pay attention to the teacher. This causes him to lose a lot of valuable information and particulars of the subject. Sometimes, you will find such a person sleeping during the lessons. So the summary of everything said is that you should sleep early and not overburden yourself.

Take time to relax and when you are feeling mentally exhausted, just take a little time off and engage yourself in your favourite hobby. Then, you'll be able to return to your lessons with more energy. Similarly, do not sit for several hours continuously when you are studying or reading a book. Relax a bit. Take small breaks in between.

Research has proved that for sound learning, it is essential that we divide our study time as follows:

Lesson	30 minutes
Rest	3 minutes
Lesson	30 minutes
Rest	3 minutes

- Give yourself adequate deep sleep and stop studying when you feel sleepy. Remember that revising lessons when you are tired is less beneficial, as Shakespeare says: "The best nutrition in life is sleep."
- Study in a proper light. Studying in darkness or less light causes muscle stress and affects brain cells.

- Take care of your mental health.

Remember that your mental health has the same importance as your physical health. Protect your physical health because your mental health depends upon it. The following things should be done to take care of your mental health:

Useful things for mental health:

- Apply oil to the head. If we have any means of giving direct nutrition to the brain, it is by applying oil to the head. This has many benefits:

Benefits of applying oil to the head:

- Hair gets stronger.
- They don't get white early.
- They don't break much.
- The vessels in the scalp feel calm and relaxed.
- Blood circulation improves significantly.
- Many toxic chemicals die.
- The body and mind feel relaxed and comfortable, and when the brain is at ease, it is easier to do more mental work, read more and memorize.
- Follow at least one of these two well-tested tips:

1) Put seven almonds into a glass of water daily at night. In the morning, peel them off and eat them with seven raisins.

2) Eat four things before sleeping daily at night: four almonds, four diluted raisins, four black peppers and a sugar cube.

Hopefully, these things will strengthen your brain. You will not get mentally tired very early. You will have the ability to study for a long while without any interruption and without getting tired.

- Recognize your strengths and weak points, and try to increase your good points and eliminate your shortcomings.
- If you are distressed, try searching for the causes behind this feeling, whether it is the result of family troubles or any social or personal anxiety. Then try to find a solution and overcome them. Stop thinking about them. Change your environment.
- Fight the sources of anxiety and fear as far as possible and try to get the help of people around you whom you trust.
- Know the reasons why you become absent-minded. Be careful of these reasons and don't let them come near you. Try to struggle against them and overcome them.
- Try not to deceive yourself when looking for the reasons behind your stress, anxiety or absent-mindedness.
- Don't run away from the problems affecting you, but try to solve them.
- Understand the difference between your home, personal, and social life. Balance them accordingly.
- Learn some social skills related to dealing with and getting involved with people, so you won't feel afraid of them.
- Write down the problems and difficulties that you are facing, and do not deceive yourself while writing them. Remember that just putting these things on paper will relieve you of half of your stress. And when you know your problem, your brain will start working upon its solution by itself, and you will automatically try to get rid of them.

- Complete your homework on time. It will also increase your self-confidence; make you feel internally happy, which also benefits your mental health.
- First, revise the subjects and books that you find easy and complete them quickly, then start studying those that you find difficult. Imagine how good it will be to complete a topic or a unit in an hour or two. This will increase your self-confidence and make you feel good about yourself.
- Start with your favourite books. The benefit is that these books attract you, and you don't have any difficulty reading them for a long while. You don't feel tired or bored and don't become absent-minded. In fact, you can efficiently complete your lesson because your inner spirit is rejuvenated while studying them, and you can learn them wholeheartedly.
- Choose a peaceful and quiet place for studies if possible.
- Keep variation amongst the subjects you are revising. Make sure you study the complex subjects or topics with sufficient gaps and study them after and between the topics that are your favourite or you find very easy.
- Take a break. Go for an excursion and have some enjoyment. Take recreational breaks between one subject and another. Similarly, a break at the end of the day and a gap at the weekend. This makes you active and joyful. After it, you can return to your studies with a new spirit and more energy. Remember that these things are also necessary for a

healthy study life but should not be excessive. They should not be religiously impermissible or ethically wrong. Otherwise, they will certainly ruin a person's mind and soul.

In summary, you should always take care of your health, eliminate your problems, and try not to let them affect your studies.

Point 18: Figure out the best time when you are most active physically and mentally.

The best times to revise lessons are:

- After a power nap.
- After having a light meal.
- After prayers, especially the after-morning prayers in winter, is the best time to study and memorize lessons.
- When you are happy because of doing something good, like serving your parents, reading the Holy book, going for prayers, etc.

Medical research (Early to bed, early to rise)

Medical research has proved that a gland above the liver excretes hormones that help people concentrate. These hormones are released in a high amount from 4:00 am to 8:00 am. At the same time, a person is fresh awake, and the air is also pure. All these factors are beneficial for studying and a source of good health. Similarly, a person's concentration level is also high from 5:00 pm to 10:00 pm, so this time frame is also appropriate for studying. However, this gland excretes minimal hormones after 11 pm, so doctors recommend sleeping before this time.

Opt for an appropriate time and place

Choosing the appropriate time plays a significant role in helping a person study. When a suitable place is selected, it makes a perfect blend, and we can achieve an ideal spot for studying. However, a good location is only beneficial if the time is also appropriate.

Time is gold

It is vital to know the importance of time in your life and that the nation and the people who take care of their time prosper. A person who manages his time shows that he is serious about his life and that he is not a careless person.

In ancient times, a poet explained the importance of time:

دَقَّاتُ قَلْبِ الْمُرءِ قَائِلَةٌ لَهُ إِبَّ الْحَيَاةِ دَقَّاتُكَ وَتَوَابِ
فَارْفَعْ لِنَفْسِكَ قَبْلَ مَوْتِكَ ذِكْرَهَا فَالذِّكْرُ لِلْإِنْسَانِ عُمْرُ تَابِ

Translation: "The heartbeat is telling mankind that life is of a few moments only. Leave a good name for yourself before you die because a good remembrance is real life."

You may have noticed that people who make their time valuable go a long way in the world. Their actions are remarkable. Every man hears about them and gets surprised about how these people were able to do so much work individually. In short, they are successful people. Now it is your decision. What kind of a person do you want to be?

How to manage time?

Now let's discuss a few essential things that will help you in managing time:

- Motivate yourself. Have a firm intention to follow your timetable. Be careful about your responsibilities and know the importance of time. Time is money. Time is life. Time is what you are and what you will be. Energize yourself, make a firm plan in your life, create a sense of responsibility and know the value of time. Reading detailed books about the importance of time and teaching time management is also advantageous.
- Set your routine in a way you are willing and capable of fulfilling.
- Make sure you consider taking time out for rest periods, breaks, and conversations in your timetable.
- And don't forget to keep some buffer time between tasks.

Point 19: Choose an appropriate study place

A good study place plays a significant role in helping a student's studies. He can focus, study, think, and quickly memorize his lessons. Learning in a noise-polluted environment only wastes time and energy with no significant result at the end of it. You must choose a calm and peaceful place for yourself. And if you don't find any such place for yourself, try putting on your earplugs to save yourself from all distractions. Concludingly, I would advise avoiding the following sites:

Unsuitable places for revising lessons:

- Bed, because you will constantly want to go asleep, especially when you put your head on the pillow!
- The dining room, cafeteria, dining area, or any room with a refrigerator, because these places either have food or are occupied for eating. The psychological impact of studying there is that you frequently feel hungry and desire to eat or

drink something every few minutes. You may also be able to smell the delicious aroma from there, instigating your taste buds. Thus, you will forget your studies and start thinking about food.

An Appropriate studying environment

Here are some valuable suggestions and things to be considered when you are in search of an appropriate place:

- Choose a proper place beside your bedroom or any restroom.
- Stay away from a noisy location. The more peaceful the area, the better.
- Try studying where your books and other study material are present. Try making your personal library or a study area and specify that place for your studies.
- Have a wide desk.
- Have a good sitting arrangement with your back straight and your books at the perfect angle.
- Make sure you make the place you specify for yourself as best as possible. Get all the necessary study material and books in front of you so you don't have to stand up to fetch them repeatedly. Otherwise, all of your time will be wasted on it.

The things required in an appropriate study place are summarized in the following table:

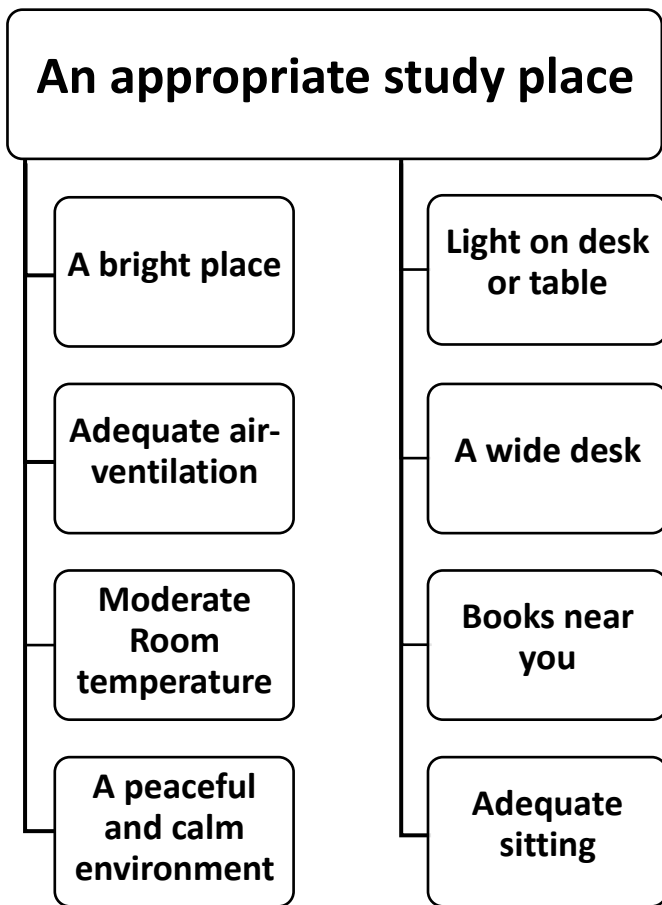


Chart No. (1): An admiral study place

The general principle is to ask yourself: "Can I study with complete focus in this place?" "Can I easily benefit from my books in this place?" Experiment for an hour or two. If the answer is "No", change the location and find a place where you can have 100% concentration on your studies.

Point 20: Try studying in an organized manner

Point 21: Don't study when you are tired

It has been experienced that when you try to study when you are tired, all or most of the efforts of that time go waste. Furthermore, you put an extra burden on your mind, adversely affecting your body and brain. At this moment, you have to strive more; still, what you achieve is significantly less. It's better in such situations to have a little rest and then proceed to learn.

Inappropriate study times:

- After staying awake for a long time,
- after a lot of physical exercise,
- after a heavy meal,
- and after a lot of studies and a prolonged period of concentration.

In conditions like these, it is recommended not to study because it will be less beneficial. A student should instead relax at these times or engage in other tasks that do not involve much thinking and mental activity. Making graphs, reciting the Holy Book, learning writing, or some other exciting activity or hobby are great options for this time.

A student should also observe himself and figure out when his mind works faster and which time is more suitable for his studies, especially for memorizing things. This way, he can take advantage of that time and perform quality work in learning and understanding concepts.

Point 22: Account yourself

Every human being has a mission in his life; from time to time, he sets specific goals to achieve that mission. However, as time passes, a person becomes complacent and forgets his mission. A person should prepare himself for times like these in advance. And the way of preparing for them is by watching over himself every time and every day. Thinking about life, what has been achieved until now and what has been lost. He has to ask himself, "Time is passing by. Am I making valuable use of my time and moving towards my goal or just letting it pass?"

Point 23: Work hard with stability

نہ چت کر سکے اس نفس کے پہلوان کو

تویوں ہاتھ پاؤں بھی ڈھیلے نہ ڈالے

ارے اس سے کشتی تو ہے عمر بھر کی

کبھی وہ دبا لے ، کبھی تو دبا لے

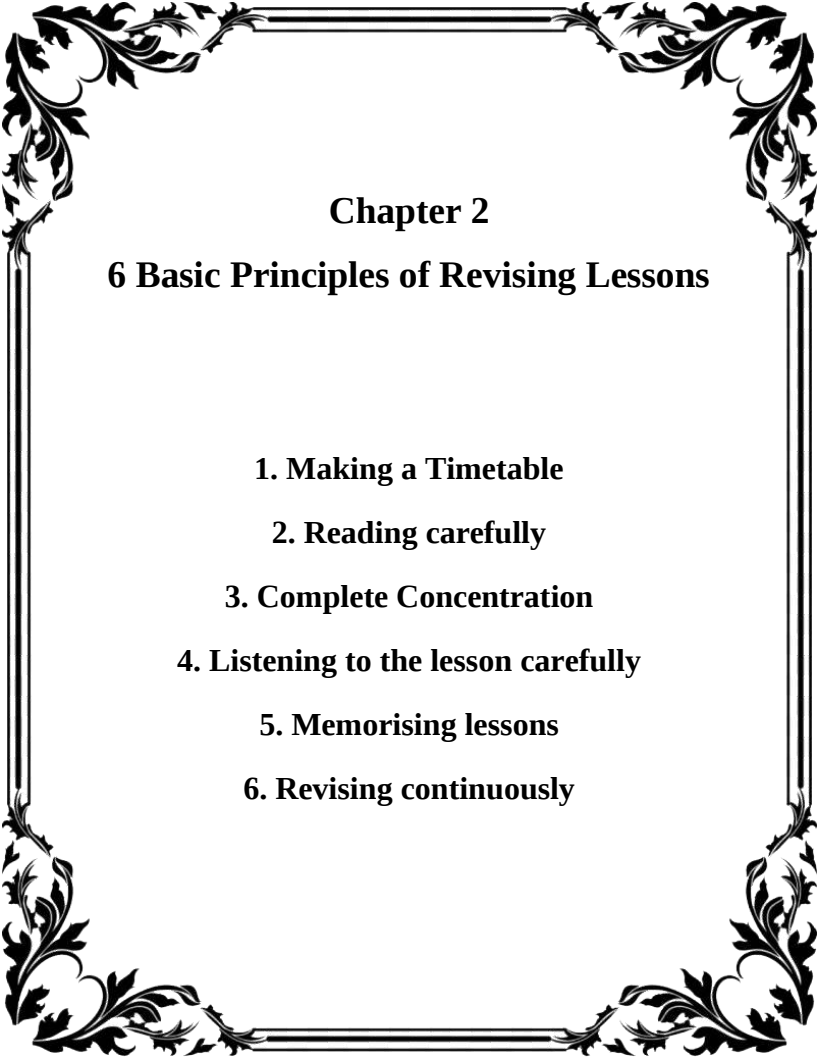
Human beings are created weak. There is no denying that a man tries his best to follow all the instructions mentioned and tips given. But undoubtedly, we as human beings are weak. We forget, make mistakes, sometimes feel tired, and occasionally lazy. And all of this is normal. We should not be afraid of it. The Almighty Lord says in His Holy Book, the Holy Quran:

﴿وَخُلِقَ الْإِنْسَانُ ضَعِيفًا﴾

Translation: “The human being has been created weak.”

So, do not be afraid of your infirmity and insecurities, but forget these things and try to fulfil your responsibilities with complete effort and will. Pray to God for firmness and consistency.

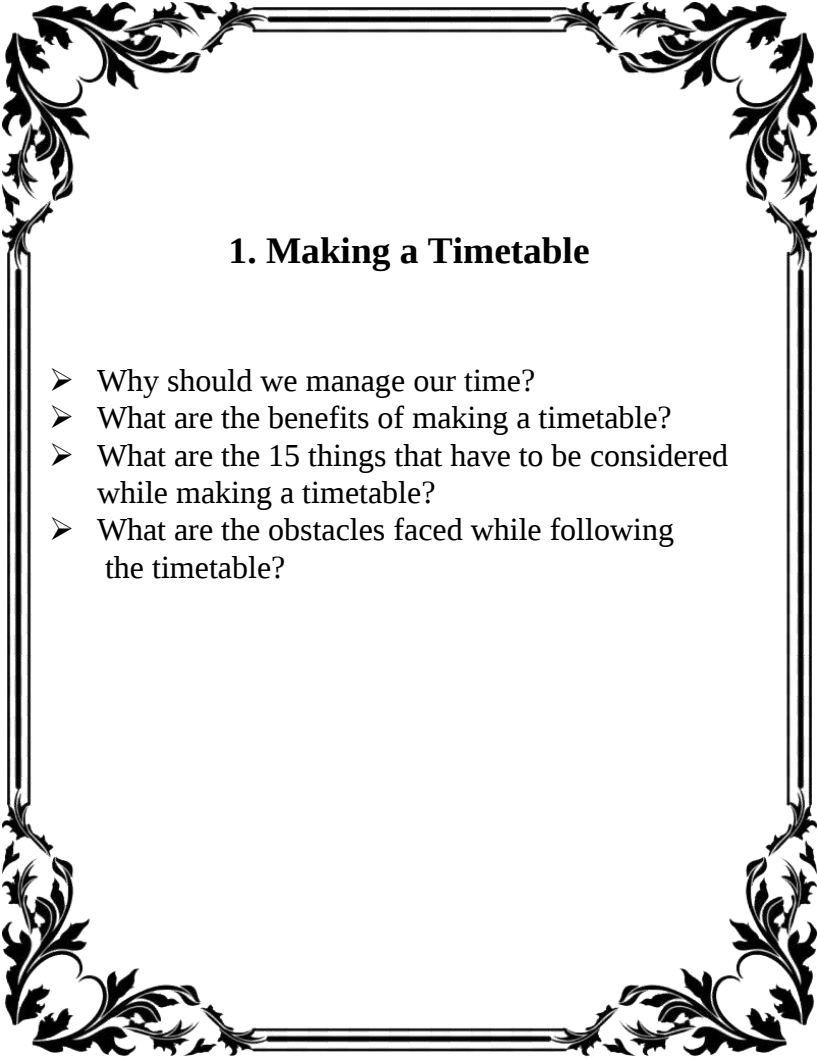
And don't forget the environmental factor and the effect of companionship. The presence of a good environment and good fellows is crucial for stability. Imagine if a bunch of students gather up and agree on living their lives according to the points mentioned and help each other. The objectives will become much more reachable. If someone lags, the other grabs his hand and pulls him up. It will become easier to follow all the instructions and tips. This way, they all will be heading in the right direction and going through an incredible learning experience at the right time of their lives and at an early learning age. Because in older age, a person gets weak, his eyesight gets worse, his responsibilities increase, and it becomes difficult for him to struggle a lot for his education. May the Almighty Lord Help us all, Lead us towards the right path and Give us consistency.

A decorative rectangular border with ornate floral and leaf patterns at each corner and along the sides, framing the central text.

Chapter 2

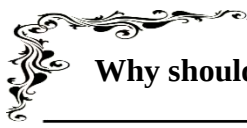
6 Basic Principles of Revising Lessons

- 1. Making a Timetable**
- 2. Reading carefully**
- 3. Complete Concentration**
- 4. Listening to the lesson carefully**
- 5. Memorising lessons**
- 6. Revising continuously**

A decorative rectangular border with ornate floral and leaf patterns at each corner and along the sides, framing the central text.

1. Making a Timetable

- Why should we manage our time?
- What are the benefits of making a timetable?
- What are the 15 things that have to be considered while making a timetable?
- What are the obstacles faced while following the timetable?



Why should we manage our time?



Time has great significance in a person's life. It has to be preserved and consumed wisely. Time is money, it is life, and it is our asset. It is everything we have. If we use it wisely, we will achieve something in our life. We'll be learning something new or understanding it. We'll be earning, moving forward in life and achieving something. But if we don't utilise it, that time will pass away, the work will remain undone, and we will be left behind. If we see the lives of successful people, the most common thing we will find in them is that they value time.

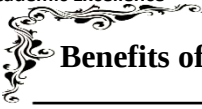
Experts advise that if we wish to fulfil our responsibilities and consume time wisely, we should make a timetable. We will quickly get to know how much time we have in spare and will be able to decide how that time can be consumed for the better. Making a timetable is necessary for everyone, and its importance for students is immense. A student should make a timetable for revising lessons. This way, he can give enough time to each subject and complete his revision before the examinations. His concepts will be more transparent. His understanding and explaining skills will be enhanced, and his retention level will increase.

A timetable is like a work plan made by a student to help him succeed in his mission of learning well. It saves him from failure and helps him overcome the difficulties faced during the learning process.

I strongly advise you to make a timetable at least a few weeks before the exam, in which you can specify each book or subject

and the time given to each. This will make you capable of providing each subject sufficient time and will help you from wasting any of it.

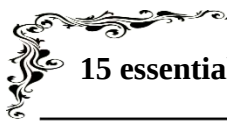
What is the benefit of making a timetable? And what are the things that need to be considered when preparing this timetable? What are the conditions of a timeline? And what are the hindrances that come before us while following the plan? I will try answering these questions in the upcoming pages of my book.



Benefits of making a timetable



1. Once a timetable is made, and you have started following it, you will begin to feel the value of time and see it like ice melting away. There's a story of an ice-seller who used to call people to him and say, "People! Come quickly and buy the ice from me before it melts and all my money goes waste. This is my only asset. Come quickly! My asset is melting away!" If you genuinely value time, you will find tasks, search for responsibilities, and be able to work on yourself. You will do jobs that keep you busy and make you move ahead. You will have a watch over the clock and will be seeing the world very differently. Thus, you'll automatically be learning more and spending time revising your lessons and completing your studies.
2. You will specify the time required for each subject or book. This way, you can give enough time to each one of them. This will help you get good grades and prevent failure in a particular subject, which might ruin your entire aggregate.
3. You will not only be working hard but working wise as well. You will focus on the subjects depending on their importance and not your interest in them. You will be placing your need above your desire, and you won't be giving all your time to the subject you love or be over searching for things when the time is short. You will focus on studying what's more necessary in your particular condition. This will save you time, help you get good grades and increase your self-confidence.
4. It will assure you that you can do everything in your life systematically.



15 essentials of a good timetable



1. Find out the date of the exams,
2. Figure out the approximate time required for revising each subject,
3. Specify which subjects are complex and time-consuming and which subjects don't need much time,
4. Choose the most appropriate time possible for revision. See when you have time, you are mentally fresh and free,
5. Count the days left till examination,
6. Start with the most beloved and easy subject for you,
7. If you wish to revise or study more than one subject a day, please consider the following:

Things to consider while studying more than one subject a day:

A. Do not revise more than three subjects a day; if you study three subjects, ensure they vary greatly. If one subject needs more memorisation, the other should require solving problems, and the third one should be a subject that needs more thinking and understanding.

B. Decide the most important subject of the day, give it the maximum time, and then divide the rest of the time according to the time remaining between the other subjects.

C. Set the subjects in your timetable as you like or according to the circumstances.

D. It is better to start with the subject that takes the least time and keep the subject that takes the most time in the end.

Here is an example of a timetable covering the whole day. It also shows how to read more than one subject a day:

Day	Time (in hours)	Task	Done	Not Done
Saturday	4:30am-7am	Prayer, Recitation, Memorising/revising the essential things.		
	7am-8 am	Exercise, Breakfast		
	8am-11:30am	Chemistry Chapter 1 (This is for exam days. Usually, this is class time till 2 pm)		
	11:30am-2pm	English		
	2pm-4pm	Prayer, Lunch, Sleep		
	4pm-5:30pm	Mathematics		
	5:30pm-7pm	Prayer, Exercise, Playing time		
	7pm-9pm	Mathematics		
	9pm-10pm	Dinner, Interaction with Family members		
	10pm-10:30	Memorising the essential things, preparing to go asleep		
Sunday				

Table No.1: Timetable of a day

The table above is just an example. You can make your timetable looking at your convenience. However, don't forget to give yourself five minutes after every hour of study. Relax a bit, close

your eyes, do some exercise, and have a little walk. This way you will feel much more relaxed and will be able to study longer.

And if you are accustomed to reading the same subject all day, I suggest you change your habit a bit. Have a slight variation in the academic subjects. The same subject makes a man tired up and unable to concentrate properly on anything.

Every person has different abilities. Someone takes less time to do something, and someone takes more time. Thus, a student resolves an issue and understands a concept immediately, and the other takes a longer time. You should schedule each subject according to your abilities and need. For example, if you need five days to revise Arabic or English and only one day for Mathematics, you should plot it similarly.

Don't hesitate and don't delay. If you cannot follow the timetable you made, end it immediately and make another one. Otherwise, you will start losing your self-confidence. Once you lose trust in your ability to cope with the timetable, it will become challenging for you to return to your routine, manage your time and follow the schedule.

8. It is better to complete the preparation of all subjects a week before the exam starts, so you can get time to revise again.
9. When you prepare your timetable, specify at least half an hour before bedtime for revision of specific things. In which you will revise and memorise some selected things, such as some principles, laws, theories or verses, etc. The reason behind this is that sleep helps a person memorise things.

10. Fix your sleep time and mention it in the timetable. Try not to sleep besides that time, even on the weekends, because this will surely disturb your plans, your daily routine and ruin your habit. The advantage is that you will avoid wasting time. Only sleep at the specified time, and rest only as much as needed.

Relaxation periods

A. When making your timetable, give yourself some relaxation time right after lunch and dinner for about half an hour to one hour.

B. After every hour of study, set aside 5-10 minutes for rest.

C. After every two or three hours of study, rest for half an hour or do something besides studying.

These intervals help memorise and think about all the information gained and mentally prepare a person for further studies.

11. In these periods, try to engage yourself in something besides studies. Don't indulge in something that hurts your mind, such as watching a movie or reading a sad book, because getting out of that virtual environment and returning to studies becomes tough. However, ensure that you only engage in permissible and beneficial activities that may benefit you in this world or the Hereafter and do not anger the Almighty.
12. You may take a short walk around your house or call some of your friends. You can look through the window and see nature's beauty, especially the distant sceneries,

the stars in the sky or the horizon and remember the power of the Almighty. Recite the Holy book. And the best thing you can do is to go to the Mosque, meet people and invite them to come to the Mosque. Inviting people towards religion is the duty of every Believer. This interval will help you to return to your studies with a freshened and new spirit.

13. Arrange a unique but non-extravagant excursion program one day a week to get some respite.
14. Try adding extra time to the timeline. The spare time may be helpful to adjust for the time taken by some topics. It can easily fit in with any emergencies, sudden need or unexpected task that arises without ruining the schedule. It can also assimilate with any intellectual discussion that suddenly occurred and got longer than expected. A simple way is to write each following routine 10-15 minutes after its time starts. And the most appropriate suggestion is to use the rest periods as our extra time.
15. When making a timetable, make sure to mention prayer time in it as well, because prayers are much more important than all the teachings of this world.

The obstacles faced while following the timetable

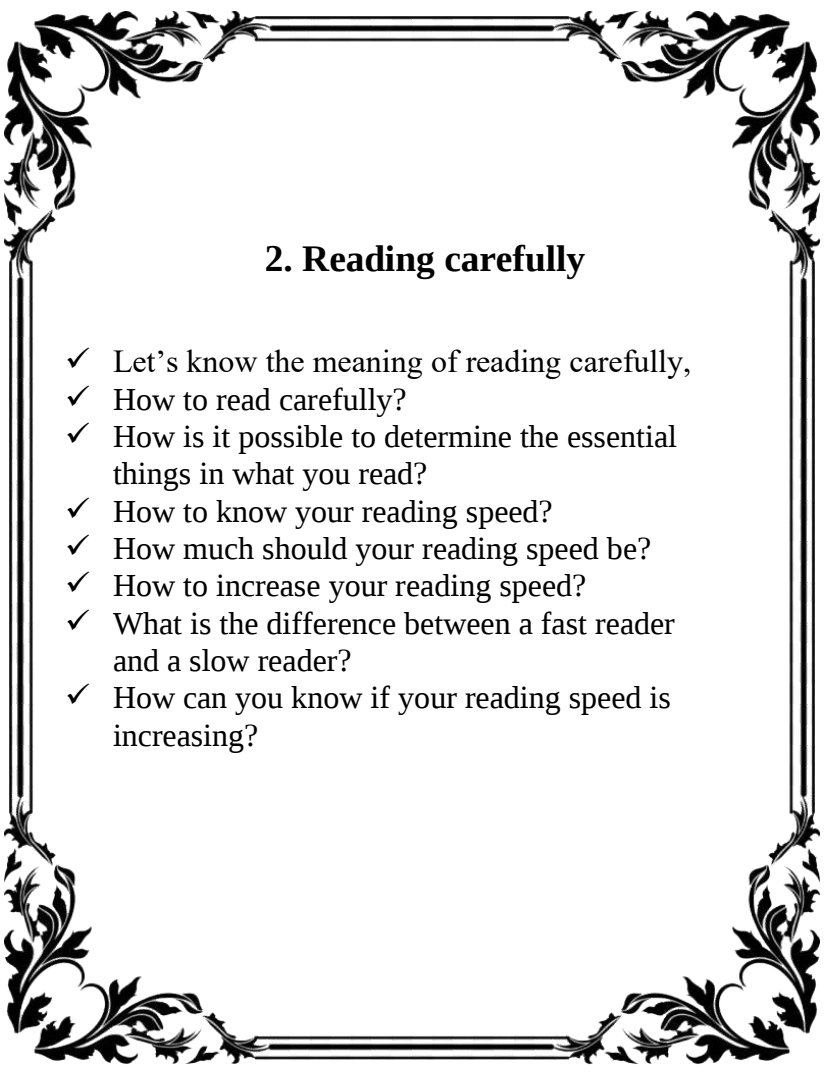
1. Sometimes your friends and relatives are the ones who become the biggest hindrance to following the timetable. Studying your lesson where they cannot come or contact you during your study time is better. Be cautious and sensitive about your time, and do not let anyone waste it. Don't fear what people may say about you. No one will deride you for following your timetable. They will soon realise that you value time. They will start taking care of you and value your time as you do. They will understand that you are a student whose primary goal is to study well; indeed, that is his priority.

If in a case, it becomes entirely necessary for you to go against your timetable, for example, you have guests or relatives at your home. You have to accompany them. Then the simple method is to sit with them for a while, then take permission from them and complete your routine. This way, they won't feel bad, and your time will also be saved.

2. Modern devices and online portals of the present era are a massive barrier between you and a successful academic career. Avoid these things as much as you can. And if you are in dire need of them, specify a time for them and don't trespass it, and most importantly, don't use these things for anything impermissible or unethical reasons.
3. Doing useless things and making them a habit is also a big distraction. Examples are hanging out, chatting,

gathering for no reason, gossiping, talking without purpose, and having close relationships with friends. Every activity needs to be done in moderation. And make sure that if you spend even some of your time designated for studies on something else, don't forget to compensate for it.

4. Sometimes you don't like a particular subject, which makes it difficult for you to give time to it. You can consult a teacher for it who would help you get a little fonder of that subject. If that's not possible, search for something interesting regarding the subject or topic, such as its importance in the future or real life, its benefits, etc. Sometimes the student doesn't like a subject because of his teacher. Sometimes he doesn't like that teacher's personality, and sometimes he doesn't admire his teaching style. He feels that his rapport is not as good as it should be. The solution is to consult a sensible and wise person about it. He may be able to help you improve your relationship with your teacher.
5. You may be irritated or annoyed by some subjects you do not understand, find difficult, or have failed. For that moment, my words for you are, "Don't be afraid, don't be a coward, learn from your mistakes and be strong. Look at the tremendous figure of successful people who succeeded after their failure and follow them."

A decorative rectangular border with ornate floral and leaf patterns at each corner and along the sides, framing the central text.

2. Reading carefully

- ✓ Let's know the meaning of reading carefully,
- ✓ How to read carefully?
- ✓ How is it possible to determine the essential things in what you read?
- ✓ How to know your reading speed?
- ✓ How much should your reading speed be?
- ✓ How to increase your reading speed?
- ✓ What is the difference between a fast reader and a slow reader?
- ✓ How can you know if your reading speed is increasing?



Let's know the meaning of reading carefully



The most salient principle of remembering the lesson is to read it carefully. Reading carefully is a blend of various factors. It means that you try to understand everything you read. It demands solving every issue and pondering over each word and sentence that needs consideration. It means that you re-read a sentence, paragraph or topic wherever necessary. Reading this way can have tremendous results, and the first picture of information in mind will be apparent. And then constant revision will make it much more transparent and long-lasting.

We mustn't just skim through the book but read it with great concentration and observation. We are not reading emails or newspapers but our course books. Indeed, course books are our foundation and success in them is the key to our future success. Moreover, it should also be noted that there are different types of subjects, and every subject differs from the other. Studying and revising methods are also not the same for each subject. For example, a subject like Mathematics requires that its rules are understood in-depth, and many exercises are solved. A subject such as Geography demands from us that we make maps, various figures and graphs to master it. Similarly, we have to understand the nature of each subject. For that, we should also consult and follow the advice of experts.



How to read carefully?



Modern research in the United States has proved that every student can improve his reading ability up to 50% in the earliest possible time. The thesis carries some of the methods of improving reading ability with immense detail.

Many students have this weakness: they do not understand the book they are reading correctly or take too long to understand it. Especially when they do not like the subject or the book is not very interesting. This leads to absent-mindedness and headaches and burdens a person's mind. With this weakness, it gets challenging for a student to succeed and increase his ability to understand it. At that moment, a student has to improve his reading skills and enhance his understanding abilities. No matter how uninteresting the book may be, he should be able to read it thoroughly and quickly. To achieve this, education experts have explained some principles that should be followed while reading a book to help improve reading skills.

How can we increase our reading ability?

To increase the ability to read lessons carefully, follow this guidance:

1. Get to know the different aspects of the topic quickly

Before you read carefully, quickly skim through the whole topic. Read all the main headings and subheadings, see their beginnings, and if there is a picture, a diagram, a chart, a table, or a summary, look through it. And don't forget to write short notes about whatever you go through.

This will help you understand the topic quickly and make things easier for you when you start reading it in detail. This method will also help you to remember it quickly, develop concentration and overcome absent-mindedness.

2. Set a reading target

Always keep your target in mind while reading. The simplest way is to ask yourself what the book is trying to tell you in this passage. You may change the title of the part you are reading into a question, then try to get an answer while reading it. For example, I'm talking to you about how to read carefully in this part of the book, so you can change the topic to "How can someone increase his ability to read carefully?" Then, when reading, try to reach the answer to this question.

3. Read carefully

When you know the central idea of the subject and have set the reading goal, read it in detail and try to solve the question in your mind and reach the goal.

4. Use these particular resources to help you read carefully

Six essential resources that can help you study carefully:

i. Write a summary

Jot down the essential points in the topic as a summary in a specified notebook or on small flashcards and keep them secure. Writing things have a significant impact on memorisation and the skill of recall.

Why is writing so important?

Various scientific studies have proved that the fingertips have a profound connection with a person's memory. That's why I have often experienced myself and heard from many others, "I remember what I write myself, even after ten years! I can understand it when I see it. I recall my memories and go back in time, remember when, how and why the particular thing was written." **Remember this: "There can never be a Spokesman without speaking, an author without writing and a researcher without reading."** The best way to write is to memorise and understand the lesson first, then write in your own words according to your understanding, and then tally it with the book.

Rather than helping in understanding the book and the topic, another great benefit of writing a summary is that it makes exam revision easier.

ii. Use a highlighter

Highlighters are now available in many colours. You may use highlighters of different colours as well and use them to specify and differentiate important information. Highlight definitions or key points that you may have found your teacher emphasising. Many students have tried this method and seen improvement in their studies. **Why don't you try this method as well?**

iii. Write on the margins

Make yourself accustomed to writing in the margins of books. This writing shall either be a summary of something, a question in mind, a comment in favour of the text, opposing it, or something else. And most importantly, jotting things down will

help you maintain your retention level and help you remember the points quickly.

When reading a book, we should think that the writer is a lecturer or teacher talking to us through the book's pages. Just as we can communicate with a lecturer by asking them questions and presenting our opinions, we can also speak to the book by writing whatever comes to our minds.

When the author contacts us through written words, our answer should also be through writing. If a question arises in our mind while reading the book, we can write it in its margins. If we don't agree with something written, we can also write our opinion in the margins. If we remember any personal experience while reading, we can also write it.

iv. Underline important things

Some people don't like using a highlighter. They prefer underlining. Well, it's a matter of choice. You may use any one of the ways. You may also use both of the methods. But the important thing is to use them wisely. A common mistake that students make is that they underline a lot. They are unable to differentiate between more and less important. Remember that nothing is unimportant. We should be reading everything we can. However, something can be more important than the other. But be careful of a common mistake that students make. Sometimes, they underline many things, and sometimes they start underlining unnecessarily.

If a reader underlines most of the text, it proves that he did not set any goal in his mind while reading. That is why he could not distinguish between the fundamental and essential things and the

less important ones. Similarly, underlining a lot is not very useful when revising the lesson. The most appropriate quantity of underlining is 10%-20% of the paragraph.

Students who underline unnecessarily face many difficulties while revision, especially when the exams are near. The time they have is minute, and the task accumulated is abundant. If they cannot recognise the key points at that moment, revision becomes more challenging than ever.

It's crucial for me to tell you another thing at this very moment. Don't entirely rely upon the things that you have specified as necessary. You may not consider something essential, and the teacher may base his question on it.

v. Encircle things

Apart from using a highlighter and underlining, you may encircle the salient matter, like a title, a term or a definition.

vi. Create your questions

When reading the curriculum, create questions on topics that may be important in real life or for understanding a subject. Write them separately on paper or in the book's margins. Try getting together with your colleagues and exchange your questions with them.

Making common questions will help you focus on the lesson and understand the subject. Also, try understanding how the teacher makes questions so that you may prepare accordingly. The way to do it is to look at the previously asked questions. Go through the past papers but do not wholly rely on them, as some exam boards keep changing their questions and pattern.

We can also identify the significant areas of the topic by focusing on the teacher's sentences, like these:

"This is a significant point."

"This always comes in the exam."

"In this question, students often make mistakes."

"I'm used to asking this question in almost all the exams."

You will often hear such sentences from your teacher, so while revising your lessons, you can make questions based on these topics and focus on them. Ask yourself these questions and answer them. One of the most significant advantages of this is that you will be able to understand the topic better and remember it well.

5. Review yourself. See what new information you have received after reading?

After reading, close the book and ask yourself what new information you have acquired. Is the information enough to answer any questions? And suppose you are not able to recall what you studied. In that case, you should re-read it from the beginning, then orally repeat the information you have received and write it down. This way, that information will firmly stick in your mind, and you will also be able to test your reading ability and give it marks.

6. Improve your reading speed but do not let the quality of reading be affected

It has been observed that some students are extremely bad in reading. They see the disadvantage of this weakness the most when they reach university. Because in universities, sometimes, the student has to read several hundred pages every week.

How to end slow reading?

To overcome this weakness, follow these steps:

- i. Choose a quiet place to read. It is difficult to understand the book in a noisy place, and the same thing has to be read many times, which wastes a lot of time.
- ii. Read at an appropriate time when you are feeling mentally alert. If you study when you are tired, your speed will be slow, and you will not be able to understand much.
- iii. Create diversity in your reading style, keeping the target in front of you. Do not read the entire book in the same way and at the same speed.
- iv. Change your reading speed by looking at the nature of the subject. In the same book, some pages require focus and mental awareness, and we can pass through some very quickly. Not only this, but some phrases in a paragraph and some words in a sentence are more necessary than others. Thus, skimming through and scanning is a technique helpful in this regard.
- v. Read silently. Quiet reading makes the matter easy to understand and the speed faster. On the contrary, reading aloud makes a person tired soon; the people sitting nearby are annoyed, and the pace is affected. Sometimes reading aloud reduces a person's understanding skills as well. However, if he has to memorise something or is mentally disturbed or

constantly gets absent-minded, reading aloud may be helpful and better for him in these moments.

vi. Keep your eyes ahead while reading. Do not come back to what is read. Yes, you may return if you need to memorise or confirm something or understand it well. If you make a habit of turning back repeatedly, a lot of time will be wasted.

vii. Don't stop at every word for a long time.

viii. Don't try reading each alphabet and word. Otherwise, you won't be able to increase your speed, and you will lose continuity as well.

ix. Stay highly focused on your reading, forget everything else and submit yourself to the book. Also, try avoiding multi-tasking because a person's brain cannot pay full attention to two things at a time; it's either reading or daydreaming.

x. Stop reading when you feel bored. You do not understand what you read at that time, and your time is wasted. But don't take me wrongly. I do not mean that you start feeling bored after every few minutes. Here, I mean the boredom that can be felt after reading an hour or two.

xi. Make yourself accustomed to reading under time pressure; for example, decide to read ten pages in half an hour. Then step ahead and read 11 pages in half an hour, then 12 pages and keep adding. This process is the best way to speed up reading.

xii. Analyse the book and understand the author's writing style. It will help you comprehend the book in a better way and guide you about how it should be read. You will also be able to read more and very quickly.

xiii. Only read important things: specify what you have to read. Whatever your reading target may be, don't believe that every word of every sentence in the book is equally important. Know the important things and pay more attention to them. This selection will save you a lot of time. So instead of reading everything thoroughly, just read important things and repeat the important ones instead of repeating everything.

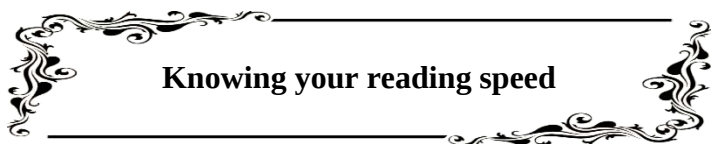


Determine what's important in the topic



Points to help you determine the essential things in a topic:

1. Skim through the topic. Quickly review the central idea of it. Get to know its main and subheadings. Read some lines and paragraphs. If the summary of the topic is given, read it too. This way, you will be familiar with the general idea of the matter before going into detail.
2. Create questions. For example, you can tell yourself that you must find answers to these questions while reading this section or topic. This way, you can study in a targeted manner and learn the necessary things quickly.
3. When reading a topic, keep reminding yourself that you have to distinguish essential points from them and read them thoroughly.
4. Number things. Underline important things, rules and definitions. Write your comments in the margins and add your remarks where necessary. This way, you will be identifying the essential points in the topic.
5. Ask the teacher if you do not understand anything in the book. Remember that to show that you know everything is just deceiving yourself, so go to your teachers and seek their guidance.



Knowing your reading speed

How do you know your reading speed?

1. Open a page from any book and find out how many words there are on average in a line.
2. Calculate the time spent on reading that page.
3. Count how many lines you have read.
4. Multiply the number of lines read by the average words in each. As a result, you will know the total words read.
5. Divide it by the time taken in minutes. You will know your reading speed per minute.

For example: If there are about ten words in a line and the lines are 20 in total, the total number of words will be about $10 \times 20 = 200$. And if you take 2 minutes to read it, divide it by 2. You will have a study speed of 100 words per minute.



How much should the reading speed be?



The study speed varies from person to person and depends on your study method. A reading speed of 100 words per minute is required for memorisation. For understanding, the reading speed can be from 200 to 400 words per minute, and if a book is just being read for enjoyment or you are skim reading, the reading speed should be about 400 to 700 words. The reading speed can be even higher for eager readers, but 250 to 300 words per minute is reasonable.

Now I will tell you about some experiences and observations related to reading practices which will help you to take your reading speed to 615 words per minute.

1. Practice reading for one hour daily. If you get tired early, start with half an hour, then go for an hour.
2. Calculate your reading speed after the first 10 minutes of each exercise period.
3. Then continue the exercise and keep reading silently.
4. Recalculate from 10 minutes before the end of the period so that you know the best you've achieved.
5. Make a table for yourself to note the speed you achieved at each period's end.
6. During practice, ensure you can understand and memorise what you are reading, and don't deceive yourself.
7. It is better to carry on some practice exercises with a team. Agree upon a specific passage, read it, and then

discuss that part together so that everyone gets to know how much they understood what they read.

8. When you become an expert in quiet and quick reading, you will not have to read every word. Reading some sentences and paragraphs will be enough to understand the topic. However, this expertise is only achieved after sincere efforts and regular practice.
9. Manage seeing pictures and images that explain the matter. This makes the topic more accessible.
10. It is better to know the difference between a quick reader and a slow reader so that you can practice reading faster and correctly.

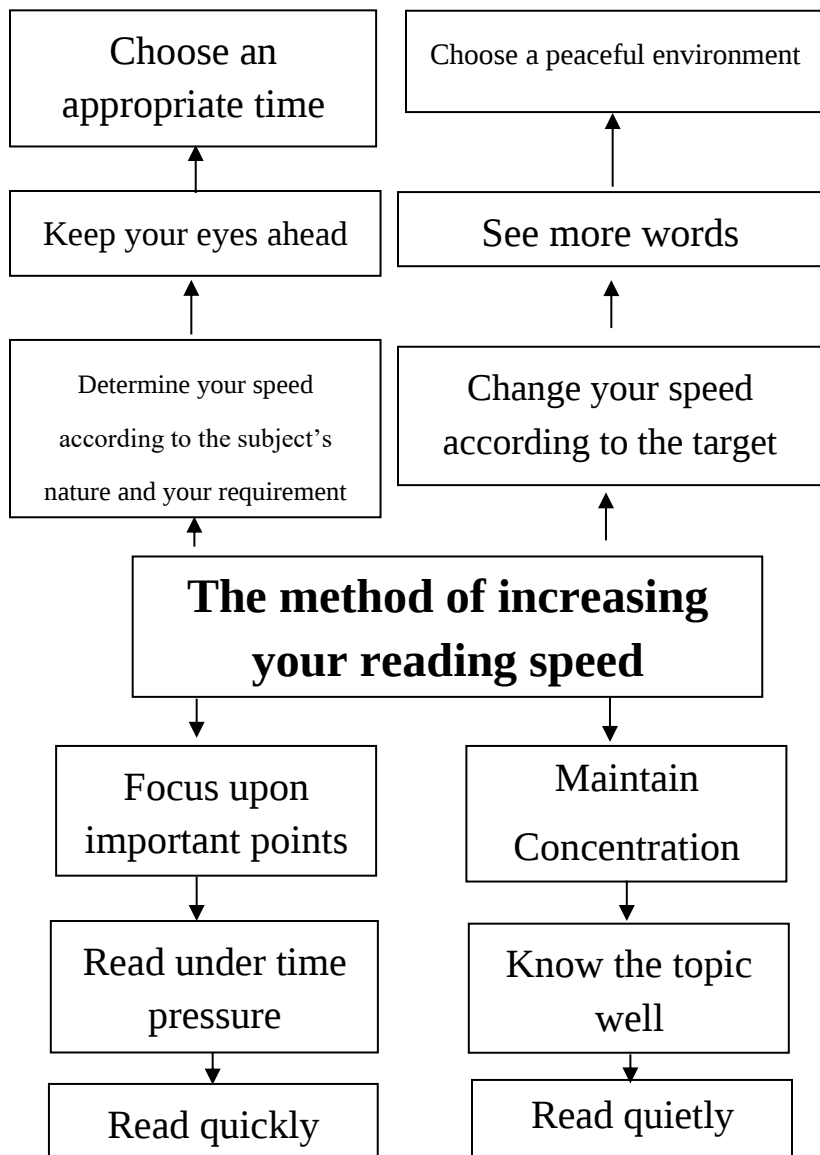


Chart No. 2: How to speed up reading

Comparison between a quick reader and a slow reader

A Quick Reader		A Slow Reader	
1	He can read at least two to three words in one glance.	1	He reads each word and alphabet.
2	He can read quietly. He doesn't have to move his lips or vibrate his vocal cords.	2	It is difficult for him to read quietly.
3	As he scans the matter, he can easily understand it.	3	He has to repeat it again and again. He frequently forgets what he is reading.
4	He takes care of himself and especially his eyesight.	4	He doesn't care about his health a lot, nor about his eyesight.



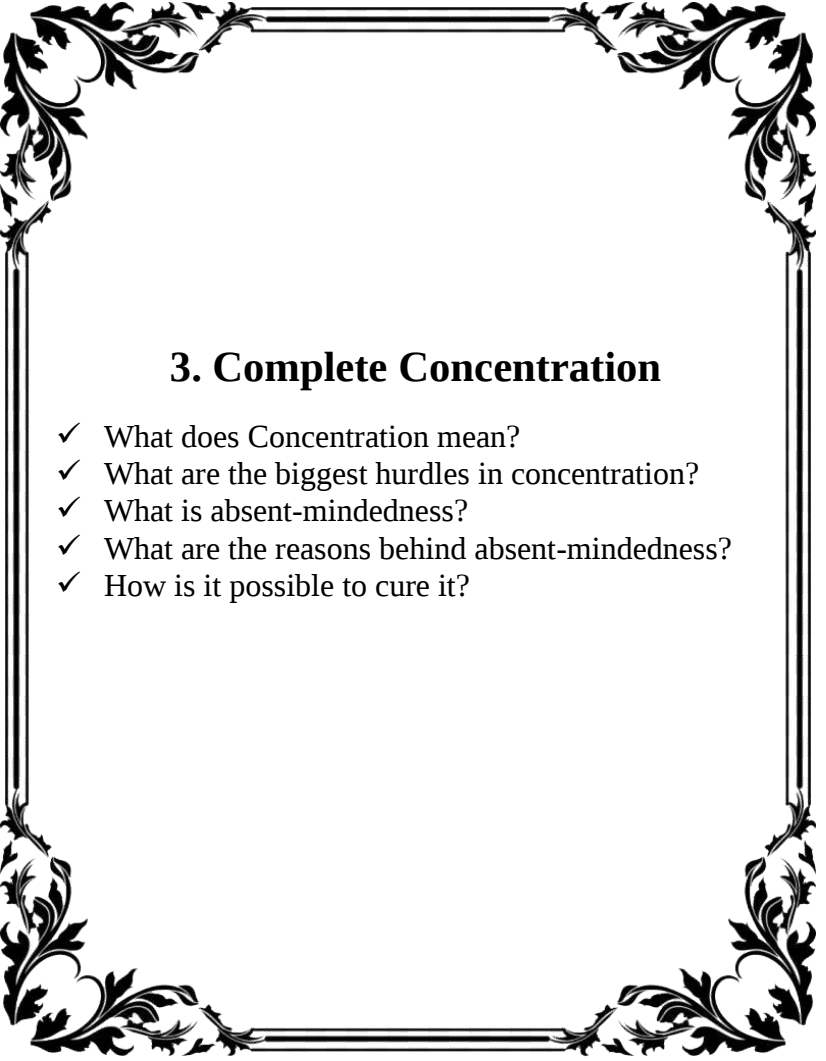
How can you be satisfied that you are progressing in quick reading?

Examine yourself and know the answer

S. No.	Questions	Yes	No
1	Have you specified a time for reading and revising your lessons?		
2	Do you usually read your lesson once quickly and then revise it?		
3	Do you have a quick overview of the topic before going into detail?		
4	Do you use a dictionary or a reference book or ask someone about things you did not understand?		
5	Do you note down your lectures in a notebook?		
6	Do you complete your homework at once?		
7	Do you see how much you have studied in a specific period?		
8	Are you able to benefit from one subject's information in another subject as well?		
9	Do you revise often?		

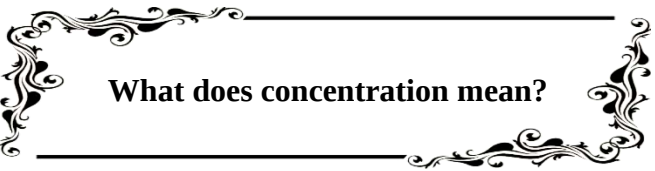
10	Do you plan each day how you will be spending that day?		
11	Do you have anything in your study place that might distract you from your studies?		
12	Do you stay awake a lot when the exams are near?		

From number one to ten (1-10), give yourself one mark on each question with an answer "yes". And from eleven to twelve (11-12), minus one mark if the answer is yes. If your numbers are less than eight (8), you must correct your lesson reading method through continuous practice.

A decorative rectangular border with ornate floral and leaf patterns at each corner and along the sides, framing the central text.

3. Complete Concentration

- ✓ What does Concentration mean?
- ✓ What are the biggest hurdles in concentration?
- ✓ What is absent-mindedness?
- ✓ What are the reasons behind absent-mindedness?
- ✓ How is it possible to cure it?



What does concentration mean?

Concentration is the ability by which a person can keep his complete attention on a thing or an idea. When a person can focus on a particular point, he is not only capable of fulfilling his responsibilities in a better way, but he can also attain various abilities like deciphering people's thoughts.

Due to this ability, a student can succeed in his studies, understand his lesson well and figure out various points regarding the subject.

On the other hand, a person who watches TV, uses a mobile phone, thinks about playing various games or daydreams during his studies can never gather this ability. But unfortunately, most students these days have been affected by these distractors.

A very effective method to gradually increase your concentration while studying is to focus only on what you are learning. And keep reminding yourself this thought that you are studying; you are studying and not doing anything else. If, for some reason, you get distracted, return to your studies with this thought as soon as you remember.

The common problem is that while studying, a student gets caught by the thoughts of his beloved things or things that attract him more. Sometimes, even when his eyes are on the book, his mind wanders elsewhere.

Studying with concentration is highly beneficial. By learning this way, you can recognise the key points of a topic, completely understand your lesson and memorise it well. A student needs to master this skill of concentration if he wishes to succeed in his academics.

The importance of concentration

Concentration is undoubtedly a necessity for every task. Without concentration, none of the practices like listening to the lesson, understanding it or memorising it is possible. A student deprived of this ability will have his heart and brain elsewhere. A person deprived of this ability is also deprived of knowledge. Chief Justice of his era, Imam Abu Yusuf, has said:

«الْعِلْمُ شَيْءٌ لَا يُعْطِيكَ بَعْضُهُ حَتَّى تُعْطِيَهُ كُلُّكَ، وَأَنْتَ إِذَا أُعْطِيْتَهُ كُلُّكَ
مِنْ إِعْطَائِهِ الْبَعْضَ عَلَى غَرَرٍ»

Translation: "Knowledge is a miser. It will not give you even a little bit of it unless you completely hand yourself over to it. And when you hand yourself over to it completely, it may give you some of it."

So how can an extremely social student with a non-ending list of friends and many other activities besides studies succeed? How can he learn anything or retain it? He should either stop his studies or take control of himself. He should ask himself what he wants to do? And where does he want to go in life? May the Almighty give us the ability to possess knowledge with complete concentration.

How to attain concentration?

Everyone is born with the ability to concentrate. All it needs is practice. The more you practice, the better you get. Thus, you need to train your mind to focus.

Your concentration on a subject is based on your love and affection for it. The more you love the subject, the more you will strive to learn and pay attention to it. A perfect example may be football fans looking at a football match. You will see an immense amount of concentration in them. It can be observed by looking at their facial expressions, hanging chins and unawareness of their surroundings. These expressions show us they have the ability and power to concentrate on things. Look at a shopkeeper; he knows what things he has in his shop, where he has placed them and can quickly get them to you. But, if you ask him to memorise a single line, he might be unable to do so. It can be well known that the guy has a sharp brain, a good memory and can also concentrate. However, he is not using these skills in education. If he uses them in education, he can surely succeed in this task.

So, make this sentence a part of yourself: **"I have the abilities required for education, and I'll use them wisely."**

Some major obstacles in the way of achieving concentration:

- Friendships and Relationships
- Mobile
- Internet
- A habit of useless gossip
- Endless hobbies
- Laziness
- The practise of sleeping more than usual
- A habit of reading everything and trying to try answering everything.
- Some psychological issues, such as depression, unhappiness, and similar attitudes like pride, arrogance, ignorance, etc., also cause mental distress and deprive a person of concentration.
- Lack of piety, not offering prayers, not discussing problems with the Almighty or asking for His Mercy. These things should never be considered trivial; these things cleanse the human heart, provide mental peace and create the ability to perform something with concentration.

The opposite of it is absent-mindedness. Before discussing its causes and treatment, let me explain what absent-mindedness is.



Absent-mindedness



Absent-mindedness is one of the problems many students face. When a person gets distracted while thinking about a necessary thing and starts thinking about unnecessary and unserious things, it is called absent-mindedness. These unnecessary things take control of our minds and distract us from our purpose. Continuous absent-mindedness may lead us to lose our self-confidence. It can make us believe that we can never focus on our studies or do any other task seriously.

Who becomes absent-minded?

- A student who starts thinking about playing or exercising or remembering his friends while studying is a victim of absent-mindedness.
- A student who starts thinking about household chores, such as cooking, is also facing absent-mindedness.
- A daydreamer, because daydreaming is also a form of distraction leading to absent-mindedness.

While carrying out our daily study routine, if our mind suddenly starts thinking about our chores or some of our difficulties, or our future, we will get absent. We should know that thinking is good, but everything has its time and place.

Important instructions

My dear! Before talking about absent-mindedness, I'll request you to keep a few things in mind:

Firstly, know that the problem of absent-mindedness is not just yours. Still, it is also the problem of several other students like you. Don't think that you are the only one who is the victim of it. Every young student faces this problem, but the difference is

that some students are more affected by it, and some are less affected.

Secondly, we should know when this difficulty is faced more often. Whenever a person has more problems or disturbances, when he has a lot of responsibilities and activities, or when his ambitions are very high, he gets absent-minded more frequently.

Who doesn't become absent-minded?

One of the two people does not suffer from absent-mindedness:

A person who does not become absent-minded is either a useless person sitting in his dark room with no ambition or responsibility.

Or he is a big visionary. He is intelligent, sensible, and well-acknowledged. He knows how to do his work in a calm, systematic manner. He is firm in his intentions, does not let his tasks collide, finishes a job and then starts doing the other.

The first one is very distracted, and the second is appreciable and possesses an ideal personality. We should all try to be like the second person. There is a saying; "Where there's a will, there's a way." But it should be known that no one can be born like this; a person can only achieve this level with will and sincere efforts.

Thirdly, absent-mindedness is a problem that is very easy to avoid. Every student should follow these instructions. Hopefully, he will be able to get rid of it.



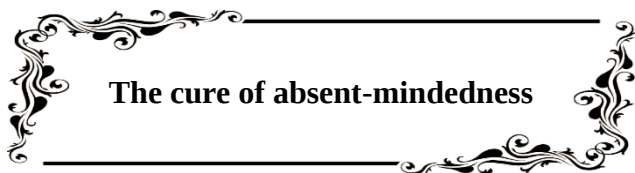
The reasons behind absent-mindedness



The reasons behind absent-mindedness are:

1. Not setting a clear goal of reading and memorising the lesson makes the student absent-minded.
2. While sitting in a place filled with noises and external influences, it gets challenging to retain concentration, and absent-mindedness becomes dominant.
3. If a student dislikes any subject or topic, he will soon become a victim of absent-mindedness.
4. Daydreaming and thinking a lot is also a big reason behind absent-mindedness.
5. Similarly, not revising the lesson with hard work and full attention is a significant cause of absent-mindedness.
6. Sometimes reading silently also causes absent-mindedness if his concentration is lacking and thoughts are elsewhere.
7. The social stress some students face is also a cause of absent-mindedness.
8. Skimming through the lesson and not having seriousness is also a reason behind absent-mindedness.
9. Not knowing the disadvantages of absent-mindedness is also a big reason. There are many disadvantages, such as: limiting the benefits of studying at these times and wasting time, etc. When we pay attention to what we are vulnerable to losing, it gets possible for us to save ourselves from the loss.

10. Just reading the topic and not doing any other helpful activity, such as creating a diagram, drawing a map, or summarising the lesson.
11. Not managing time and not making a study timetable or not seriously working according to it.
12. Being careless during studies also becomes a hurdle for students.
13. Physical, emotional and mental disorders make the student absent-minded while revising the lesson.
14. To be a victim of psychological complexity regarding a particular subject.
15. To be mentally disturbed.



The cure of absent-mindedness

It is possible to avoid absent-mindedness by following these things:

1. If you dislike any subject, the first thing you have to do is to change your attitude. Stop being negative, and possess a positive attitude. The way to do this is to convince yourself that this subject is easy and that you like it. Ponder over yourself and try to figure out why you feel this way? When you convince yourself, you will study it with great attention, and the more you study it, the more you will be inclined towards it. Remember that your negative attitude towards the subject will make you hate it more and more, so try to turn your defeatist attitude into an optimistic one.
2. Set clear, accessible and reachable goals for yourself in your studies. Meeting these goals is the first step toward success because it will help you build confidence regarding your ability to focus on the subject.
3. Choose a quiet place. Stay away from places like the drawing-room, the TV Lounge and similar sites.
4. Organise your reading and revising tasks so you can accomplish everything in the time set.
5. Don't wait to study when there is passion and enthusiasm for it. Remember that this is nothing but a satanic thought. We, as human beings, get various feelings. Sometimes we are incredibly enthusiastic, and sometimes we are highly unpassionate. If we bind

ourselves to these feelings, perhaps we will not be able to do anything in the world. No matter how an employee feels, he wakes up on time and leaves for work. He puts his worldly interests foremost and puts his feelings aside. We should also become an employee of education. Remember that learning is the most pleasant thing in this world, but it's only accessible to those who have got its taste and are willing to retain it. Ask the people who have tasted it. Whenever you get this thought in your mind, remember this wise saying: "Don't leave today's work for tomorrow", and say this phrase aloud: "Procrastination is the thief of time".

6. Revise the lesson with hard work and sincere effort. Simply reading and not understanding the text or noting its important points is like fooling oneself. It will also affect a person's ability to read carefully.
7. If you don't understand something, ask a wise student or your teacher about it. Not understanding something is not a mistake. The mistake is to not do anything about it.
8. Don't daydream. Focus on your studies.
9. When you feel tired, leave your lesson and have some proper rest, then you can easily focus on your studies.
10. When you feel your mind has roamed elsewhere, start revising your lesson with a loud voice. Reading aloud is very useful at times like these.
11. A little walk is also helpful in eliminating absent-mindedness and returning to the lesson.
12. Writing a summary of topics, creating maps and drawings and getting the lesson recited to someone is also helpful in getting rid of all distractions and becoming absent-minded.

13. Insisting upon meeting your goals will also help you develop concentration while reading.
14. You will also be able to read well when you know the disadvantages of being distracted and becoming absent-minded.
15. It should be kept in mind that dealing with family problems is the responsibility of parents and elders. Children should not be affected by it. And at least they shouldn't be affected by it to the extent that they get mentally disturbed and lose concentration.

4. Listening carefully

- ✓ What is the first step to understanding?
- ✓ What are the ten principles of listening carefully?
- ✓ What are the signs of essential points in a lesson?



The First Step to Understanding

Listening carefully is the first step to understanding something. It is said that it is a skill and an excellent quality that a person should possess. If a student achieves this skill, he can spend his entire day listening carefully to the teacher's words. It also guarantees him a high level of understanding. He also becomes capable of recalling things. So, whenever he faces difficulty revising the lesson, he can remember the lesson and solve his problem.

I would like to tell every student that the difference between what he learns in the classroom from his teacher's lesson and what he tries to understand himself at home is like the difference between the sky and earth. And sometimes, a student only succeeds in exams based on his listening in the classroom, even though he had not revised much at home. Furthermore, some students get exceptional results due to this good listening. And the reason is apparent: they have developed their listening skills and are using them to succeed.

A significant reason for not listening carefully

A big reason for not being able to listen carefully is that the speed of thinking is much faster than the speed of speech. The average rate of thinking is 125 words per minute, which is much quicker than the speed of speech! This excessive speed unconsciously lets various thoughts enter a person's mind. Resultantly, a student loses focus and gets distracted from his

studies. Moreover, if a student disagrees with what's being said, he gets put off and becomes much more distracted.

This research can also explain the reason behind getting various thoughts while reading.

A remarkable research on human beings' connection with the universe

Research has proved that an average person spends 70% of his time when he is awake, connecting with the world. This time is divided as follows:

16% in reading	9% in writing
45% in listening	30% in speaking

This table shows that a man spends most of his time listening, but this skill is often not used wisely despite the importance of listening. It has also been proved that the listening skill possessed by regular people is at 25% of what it should be. The main reason is that they do not try to increase their ability.

An effective way to increase the ability to listen carefully

Sit in a quiet place, close your eyes and try to hear each sound in your surroundings individually. Try differentiating between each sound and knowing what causes those noises. It is better to do so in a natural atmosphere, like a park, near the sea, or wherever it is easy for you. You only have to do it for 2-3 minutes, but do it for a few days and repeat the process whenever you feel that you cannot listen carefully.

Some bad habits regarding listening:

A research firm, The Sperry Corporation, has compiled some of these bad habits:

1. There is more focus on the teacher's style than on the lesson.
2. The mind is allowed to daydream.
3. Things that cause hindrances are kept near while studying.
4. Disliking a subject.

Obstacles to taking advantage of the teacher's lessons:

Some students do not benefit from the teacher's classes as they should, even when sitting in the classroom.

Here are some of the primary reasons:

1. Students do not have the passion for listening to the lesson carefully.
2. They do not prepare for the upcoming lessons before going to school. Thus, they stay unprepared for all the new information from their teacher and cannot absorb it as they should.
3. They cannot differentiate between the more important and less important things in a lesson.
4. They cannot write the essential points of a lesson.



10 Principles of listening carefully

Dear student! To listen to the teacher's lesson in an exemplary manner, you must follow these ten principles:

1. Revise your previous lessons

The purpose of mentioning this principle here is that revising previous lessons significantly impacts listening to the current lectures carefully. This way, a student can create a connection between his current and previous classes. To listen attentively to the teacher's lesson, you must quickly read all the essential points from the last address. This way, the subject will be understood well, and you will be able to make a good impression on your teacher. You will also easily understand what the teacher says and be able to answer questions.

2. Read the new lesson in advance

This process will help you understand and focus on the teacher's lesson. Another advantage is that pre-reading will create many questions in your mind, which you will try to answer during the class. And therefore, you will automatically start listening carefully.

Also, make sure that your reading style is correct. In Arabic, the word for reading is *Mutal'a* (مطالعة). This word possesses the meaning of rising as well. When the sun starts rising, it spreads its light everywhere and reveals everything hidden. Similarly, while reading, you should try to understand everything. And whenever you read something difficult or important, try reading

everything at least twice or thrice, find the difficult words' meanings, and then listen to the teacher's lesson intently.

3. Listen to the teacher's lesson with great enthusiasm

Attend your class with the determination to understand everything you listen to. Note down everything you do not understand with the intention that you will ask the teacher about it either at this time or later.

Ways to Create Enthusiasm

A. Put this message in your mind at the beginning of every period:

"I will ask more than one question in this lesson."

This message will increase your enthusiasm and will help you find a solution to any problem you may find challenging.

B. Don't be shy about asking questions, even if they are too many.

C. Take part in your teacher's conversation. The way to do this is to always guess what the teacher will say next.

D. Try to link what you know about the subject and what the teacher says. This will also improve your understanding skills; your interest will enhance, and you will be ready to listen to everything the teacher says.

4. Don't think about anything besides the lesson

Everything feels good if it's on time and this time is for your lesson. Only think about it and keep telling yourself: You'll have

time to consider the other things later. Keep recalling this thought in your heart and counter all the others.

5. Control yourself and stay focused

During lessons, don't talk to anyone, don't listen to anyone besides your teacher and don't daydream. These things have a disastrous effect and sometimes result in a student's failure in the subject. When a student starts doing something else, he forgets what he had heard, becomes unfamiliar with what's being said and is unable to understand what's about to be told.

6. Look at the teacher the whole time

This will help you to listen carefully. You will understand many things from the teacher's facial expressions, so when he is saying something, look at him and don't engage yourself in unnecessary tasks.

7. Focus on your teacher's body language and the fluctuations of his voice

Just as the teacher's words are meaningful, so are these things.

8. Pay attention to what the teacher writes on the board

The teacher writes salient points on the board, so pay attention to them.

9. Make use of signs and symbols

Using signs saves time and can easily be used along with lessons.

It is possible to create symbols for particular words that come in the lesson repeatedly, such as:

Sign	What it represents	Sign	What it represents
+	adding to it	...	and so on
1,2	First thing, Second thing	*☆	Important
>	Greater than	<	Smaller than
()	Important	*****	*****

10. Pay keen attention to the particular words and sentences that the teachers use

For example, sentences like: "this is the summary of the matter," "in short," "it is important to understand this point," "this is very important," or "I will not repeat it," etc. Here they want to summarise their speech or give an exam hint. And they may be giving the main idea of the topic or lecture. Listen to it carefully and try to write all the essential points that the teacher tells you as soon as possible. This will help you focus more on the teacher's lesson, listen to it continuously and understand the subject quickly. Soon, it will be a big reason for your academic success.

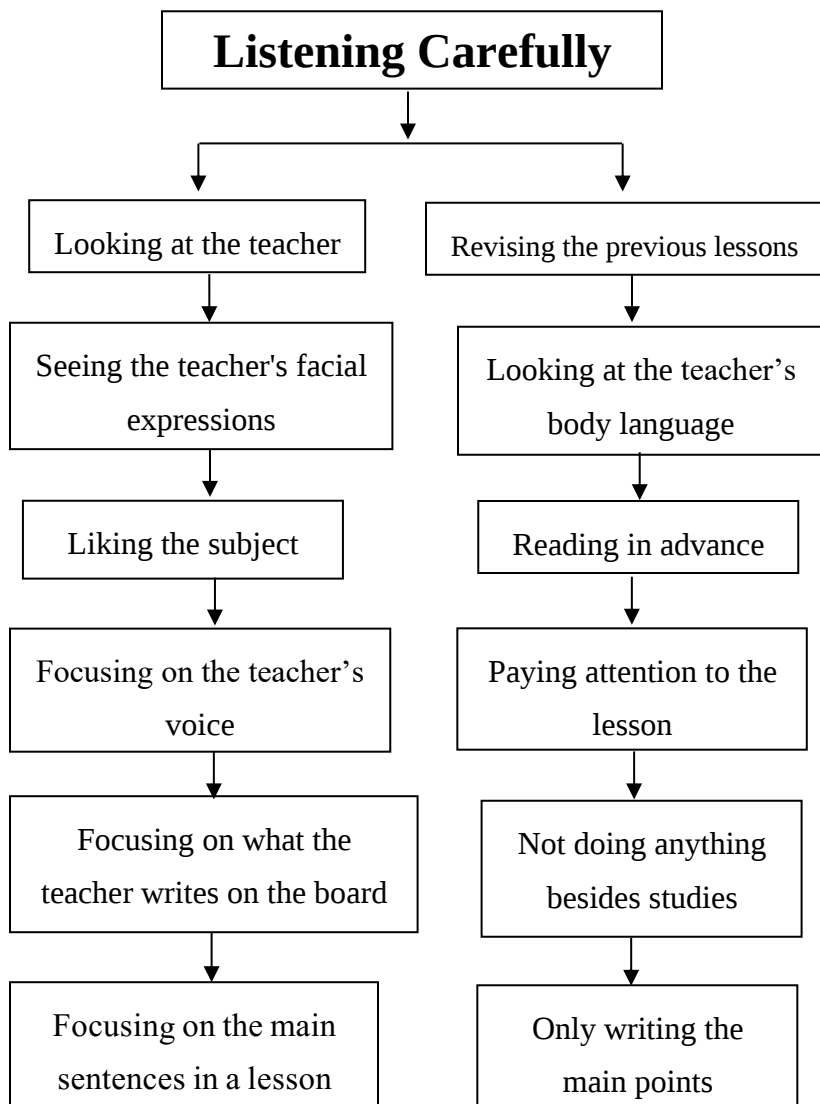
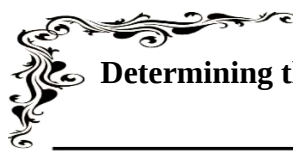


Chart No. 3: Elements of listening to the teacher's lessons carefully in the classroom



Determining the essential points in a lesson



It is important to note these tips to determine the essential points in a lesson:

1. When teachers raise their voices, make a move, or write on the board, they focus on the essential points.
2. When teachers change their pace of speech and speak slowly instead of speaking at an average speed or when they say "The first thing, the second thing..." they are explaining essential points.
3. When a teacher stands up from his chair and pauses to explain something, or says: "This is important", or when the teacher demands the students' attention, they are about to tell students something important.
4. If a teacher asks a specific question and answers it himself or lets the students respond, he is pointing towards something meaningful.
5. If the teacher separately explains the importance of something and says that this is very important, it should be focused upon sincerely.

Some important advice

Now that you have read these five points, you must follow the following advice:

- A. Focus on what the teacher is saying.

B. Write down the important things quickly, then turn to the teacher immediately.

C. Underline the essential points that the teacher has identified.

D. Mark what you don't understand so that you can ask the teacher during the lesson or at the end.

I would also like to point out that the student's work does not end with listening to the teacher's lesson and writing the essential points, but it is necessary to revise it after returning home. A student has to re-read it on the same day and mark what he does not understand so that he can ask the teacher in the next class. Also, make sure that you write down the things that need to be explained and questions that have to be asked clearly so that you do not get confused when asking questions from your teacher.

My dear, listening carefully is a skill that you can gradually achieve by following this advice several times. Remember that by practising it continuously, you will become a great listener, and there will be a time when you can follow these instructions without even thinking about them.

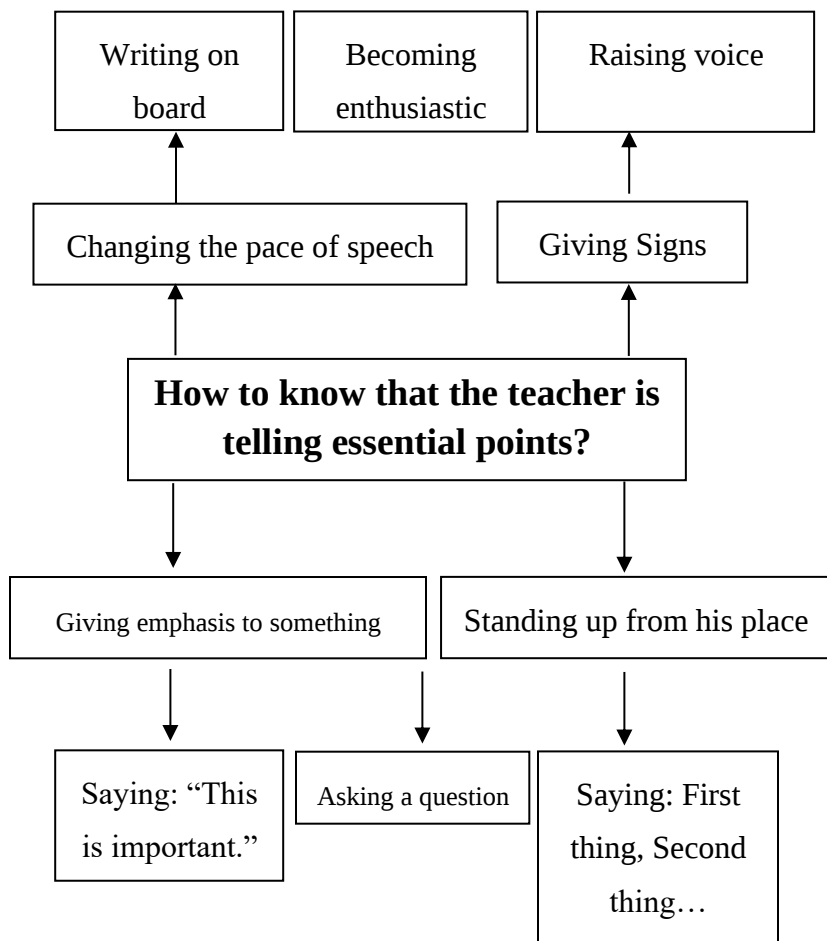
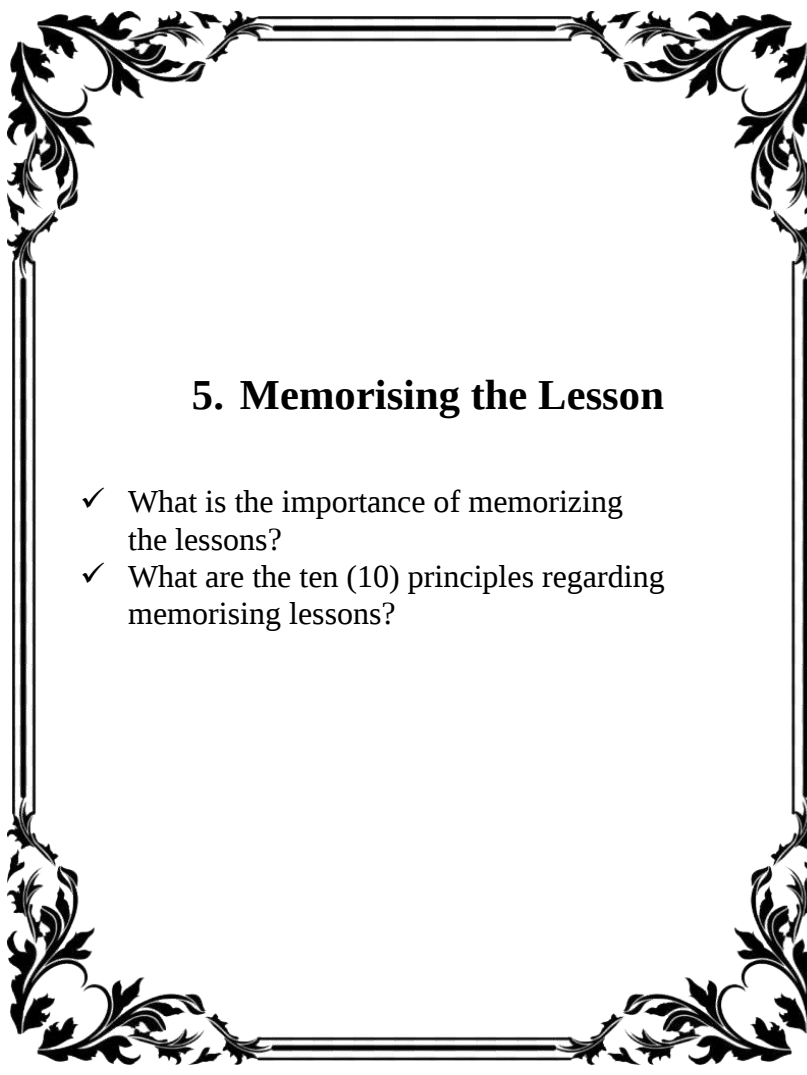


Chart No. 4: How to know that the teacher is talking about essential points?

A decorative rectangular border with ornate floral and leaf patterns at each corner and along the sides, framing the central text.

5. Memorising the Lesson

- ✓ What is the importance of memorizing the lessons?
- ✓ What are the ten (10) principles regarding memorising lessons?



The importance of memorising lessons



Memorising the lesson is also extremely important. Many intelligent and hardworking students fail because they insist on only understanding the matter rather than memorising it.

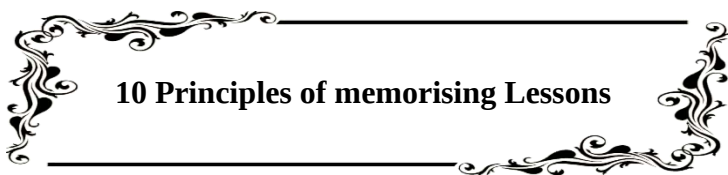
On the contrary, some average students excel with little understanding of the matter in their exams, even in mathematics. So, try gathering both: understand the matter and memorise it.

There is a saying in Arabic:

«الْجُهْدُ الْمُبْدُولُ تِسْعَةُ أَغْشَارِ النَّجَاحِ»

Translation: "It's nine out of ten parts of hard work behind success."

So work hard and memorise. A little effort is necessary. Remember that when you get the result of your hard work, you will forget all your struggle and tiredness.



10 Principles of memorising Lessons

If you follow these ten (10) principles strictly, it will be easier for you to memorise your lesson:

First principle: Make sure you revise what you memorise and ask someone to listen to it.

Add this sentence to your study life and say it to yourself before memorising:

"I will definitely find someone to listen to this lesson."

Second principle: Understand, then memorise.

It is crucial to understand something well, whether it be a verse, a Prophetic saying, a poem, or any law. It is possible to memorise things well by first understanding them. Furthermore, a thing understood is more quickly and easily remembered and recalled.

Follow these steps before you memorise:

1. Learn the lesson's key points, underline them and read them repeatedly so that you can connect things easily while studying the rest of the subject.
2. Understand the principles and rules, equations, theories and similar things well and then remember them verbally.
3. Make sure you understand the lesson well and solve the practice exercises, usually at the end of the topic.

4. Create your own questions from the book and try to find the correct answers to them. This will help you to understand and remember them well.

Do not exceed the limits in understanding

It is necessary to understand things if we wish to memorise them well. A thing understood is less forgotten than a thing that's not understood. But, please do not exceed the limits in understanding. Don't spend all your time doing it. There is a golden rule: "Memorise! Save things by heart. This will enhance your mental abilities and increase your talent." Understanding is indeed necessary, but some things have to be memorised first. Then they can eventually be understood from time to time.

However, the general principle is that it is essential to understand things before memorising them. The more something is understood, the easier it gets to memorise it, and the more complex it is, the much trickier it becomes to memorise it.

Make this sentence a part of yourself:

"Understanding is an important source of memorising."

Third principle: Divide the topic into components, then revise it:

Dividing the topic in this manner is very useful. It should be appropriately separated so that everything comes under a heading. Memorising everything together makes the matter difficult and memorisation harder.

Do not memorise the entire text at once; for example, if you want to memorise a poem with 20 poetic verses, divide it into four parts and then memorise it.

You may have a question in mind: What is the benefit of memorising after dividing the matter into components?

The enormous benefits of dividing the lesson into components:

1. The lesson is memorised well.
2. It stays in mind longer, and a person becomes capable of recalling it in different stages of life and during regular work.
3. A student attains the ability to recall the whole matter at once.
4. He saves himself from forgetting the whole text due to failing to remember the first word of the verse or text.
5. He can explain things well.

Why do we prohibit you from memorising long lessons together?

- It will be difficult to remember.
- You will get bored earlier.
- It will be hard for you to recall it.

So! Make this your rule:

"Do not memorise the matter altogether when it is long."

Fourth principle: Divide the memorising process into intervals.

This will be helpful for you in memorising more things without facing boredom. You may keep something for the morning and something for the evening.

Benefits of dividing the memorising process into intervals

- You will not get bored.
- You will not become distracted.
- You will get more time for self-evaluation.
- You will learn new words and get meaningful thoughts.

So, make this your rule:

"Don't try memorising everything at once."

Fifth Principle: "Revise, Revise and Revise."

Revising is entirely necessary. It preserves the knowledge that has been stored and makes things easier. And make sure that you consider the following things while revising:

Points to be considered while revising

- Keep changing your style. Sometimes, revise quietly, and at times revise aloud; act according to the need.
- Continue recalling the concepts and try understanding them further wherever you are, in the car, on the bus or on the way to school.
- Revise the things you find difficult more often.
- Revise everything and don't leave a thing so that you can retain connectivity.

A perfect example in front of us is Mathematical tables. Can anyone of us memorise them without revising them? Absolutely not! Revising is what intelligent people do.

The more we revise, the better we memorise. The Almighty's Book has this method in it:

﴿خَلَقَ الْإِنْسَانَ مِنْ صَلْصَالٍ كَالْفَخَّارِ ۖ وَخَلَقَ الْجَانَّ مِنْ مَّارِجٍ مِّنْ نَّارٍ ۖ فَبِأَيِّ آلَاءِ رَبِّكُمَا تُكَذِّبَانِ ۚ رَبُّ الْمَشْرِقَيْنِ وَرَبُّ الْمَغْرِبَيْنِ ۚ فَبِأَيِّ آلاءِ رَبِّكُمَا تُكَذِّبَانِ ۚ مَرَجَ الْبَحْرَيْنِ يَلْتَقِيَانِ ۚ بَيْنَهُمَا بَرْزَخٌ لَا يَبْغِيَانِ ۚ فَبِأَيِّ آلَاءِ رَبِّكُمَا تُكَذِّبَانِ﴾ [الرحمن: 21-14]

Translation: "He created humankind from sounding clay like pottery and created the jinn from a smokeless flame of fire. **Then which of your Lord's favours will you both deny?** He is Lord of the two easts and the two wests. **Then which of your Lord's blessings will you both deny?** He merges the two bodies of fresh and salt water, yet between them is a barrier they never cross. **Then which of your Lord's favours will you both deny?** (Dr. Mustafa Khattab, the Clear Quran)

His Beloved Prophet (PBUH) also used to revise things he said:

« عَنْ أَنَسٍ رَضِيَ اللَّهُ عَنْهُ أَنَّ النَّبِيَّ ﷺ كَانَ إِذَا سَلَّمَ سَلَّمَ ثَلَاثًا وَإِذَا تَكَلَّمَ بِكَلِمَةٍ أَعَادَهَا ثَلَاثًا حَتَّى تُفْهَمَ عَنْهُ، وَإِذَا أُنِيَ عَلَى قَوْمٍ فَسَلَّمَ عَلَيْهِمْ سَلَّمَ عَلَيْهِمْ ثَلَاثًا » [صحیح البخاری، کتاب العلم، 85، 86]

Translation: "When the Prophet (peace and blessings be upon him) used to greet, he used to greet thrice, and when he used to say something, he repeated it thrice, so that it could be understood well. And when he used to come to a tribe or a group of people, he greeted them thrice."

So! We should make this our rule:

"Revise! Revision is the way of the wise."

Sixth principle: Get someone to listen to what you memorised, and correct yourself.

You must recite your lesson to someone after memorising a lesson. Get yourself examined. Memorise, hear the lesson from someone and recite it to him as well. An admirable time for it is before going to bed because sleep is helpful after revision, as it processes all the information in mind.

The importance of reciting your lesson to someone

1. Many students believe reading and understanding the lesson is enough, and there is not much need to memorise it and get someone to test it. These students truly realise their mistakes and understand their importance when they try to answer a question, especially in an exam and are unable to do so. They may be the ones who used to say: "I can answer this!" "I can do this", but now when they are in exams and the questions are in front of them, they cannot even move their fingers and write a sentence. At that moment, such students realise the importance of memorising lessons, revising them and reciting them to a peer. This is the key to reaffirming knowledge.

2. Listening reveals your weak points and eliminates your mistakes.
3. We get to know about the essential points by reciting the lesson.
4. Getting someone to test our understanding and memorization of concepts is a vital means of memorising a lesson well and retaining it for a long time.
5. It works as a treatment for students facing absent-mindedness, daydreaming, and those who become distracted very often.

An experience regarding reciting the lesson

The importance of reciting lessons to someone can be recognised by the experiments done on the students who do not do so. Their retention level is mentioned below:

- Immediately after revising the lesson, he remembers 55% of the lesson.
- After a day, he retains 30% of it.
- After a week, he retains 20% of it.
- After two weeks, he retains 15% of it.
- After a month, he remembers 10% of it.

A student who recites his lesson to someone after memorising it remembers at least 60% of the lesson after a week. And if he keeps revising weekly, he can learn it well and remember it, not only till the exams but for several years and maybe for the rest of his life.

In summary, reciting a lesson to someone is a guaranteed way of retaining the memorised lesson.

Ways of reciting lessons

The Oral way: It's the easiest and fastest way of reciting a lesson. It is essential to consider these points in this way:

1. When you are reciting it to someone, if you are not satisfied with what you are saying at any moment, have a look at the book.
2. It is better to recall things interactively with active discussions and through an exchange of thoughts amongst colleagues.

Writing and reciting: Writing down lessons or summaries have proved to be an excellent way of examining things and knowing whether we have memorised them well or not? And it is recommended to write things first and then memorise them. When writing a lesson and then reciting it, take care of the following tips:

1. Write down important points, principles, theories and rules. Draw diagrams, write the necessary details, and verify everything you have written is correct.
2. You may write in speed. However, make sure that your handwriting is easily readable for everyone. Otherwise, this sentence of Imam Abu Hanifah will be valid for you:

«إِنْ عَشْتَ تَنْدَمُ وَإِنْ مِتَّ تُشْكَرُ»

It means that if you live and see your handwriting after growing a bit older, you will regret this weakness of yours. And if you die and people try reading your writing and cannot understand it, ungood things will be said about you.

3. Do not overburden yourself by buying new notebooks to write in. You can also use the rest of the pages of your old diary for this task.

How much time should you spend on reciting your work?

This question is related to the subject you are revising. However, different experiences have been noted regarding various subjects. I'll be sharing some experiences:

1. If the lesson's content is not explicit, then 90% - 95% of your time should be spent reciting the matter to someone along with trying to understand the content individually or through some external help.
2. If the lesson consists of theories, equations, terms, dates, principles, names, etc., then the primary thing is to recite it to someone.
3. If the lesson is a story or is story-like, as it is in some components of History, Nation's Education and Philosophy, then the recitation work is significantly less. It may even be 20-30% of the time.
4. In subjects like Economics and Psychology, 50% of the time is considered appropriate. Still, this quantity can vary in terms of the way the topic is presented.

And let me tell you that the students who spend 80% of their time on recitation go in the lead. They are far better than those who only spend time revising and do not get someone to listen to them.

So, make this your rule:

"Memorise, recite your lesson and correct what you have memorised."

Seventh principle: Use more than one of the five senses when memorising.

Undoubtedly, you'll need to use more than one of the five senses when you memorise. Just reading should never be sufficient for you. Try listening to your lesson from a teacher, a friend, or any recording and try writing it. It is easier to remember what reaches the mind through more than one sense, and it lasts in the memory longer.

Two great pieces of research on the use of the five senses

Research shows how much people remember following the sense utilised at the end of the month. They remember:

13% of the information received through the ear,

75% of the information obtained through both the ears and the eyes,

95% of the information acquired by participating in a conversation, practising and writing.

Another research has nearly confirmed this result. It shows what percentage of a matter a person can remember what he had learned regarding the way he attained the knowledge. He remembers:

- 10% of what he has read,
- 20% of what he has heard,
- 30% of what he has seen,
- 50% of what he has seen and heard,

- 80% of what he has said,
- A person remembers 90% of what he says and does simultaneously.

You may have noticed that practical-based lessons are easily memorised and better than theory-based ones. Primarily when the student himself tests something and experiments with it. This is because when you experiment with something, your eye-sight, hearing skills, touch sense, interest and perhaps all the things you have are along you. This is the secret behind the successful results of practical-based lessons.

So, try to use more than one of the senses when memorising and follow these steps:

Several ways to use multiple senses

1. Create a concept map for the topic; you will make use of your sense of sight in it.
2. Fill some of the diagrams with different colours, so you can use the ability of your eyes to see and recognise colours.
3. Underline essential things, but don't over-underline.
4. Make use of paper and pen, and write down what you remember. This way, you will use your hand and improve your sense of touch.
5. Make use of your listening skills when you memorise. For example, read aloud when you revise a lesson. This way, you can listen to yourself or get an audiobook and listen to the audio recording of your class.

If you want to memorise strongly, make this your rule:

"A great way of memorising is seeing and listening to the lesson."

Eighth principle: Hurry up when you memorise

Memorise your lesson quickly. Set a time and try accomplishing your task within it; make sure not to trespass that time. Similarly, don't take long breaks. For example, don't memorise something one day and the rest after a week. This way, you will lose continuity and forget what's going on. Your understanding will also get weaker. On the other hand, if you memorise quickly without long gaps, you will understand more and learn quickly.

Therefore, do not let laziness overcome you. Have courage. Memorise the whole subject quickly and don't be afraid of forgetting. You will see that by revising and solving the exercises continuously, you will be able to memorise them.

Remember that these devilish prompts won't leave you. You will keep getting thoughts like: "Don't study now. What's the point of memorising? You'll forget anyway". These thoughts are your enemy. Not everyone likes your success. The question is, "Do you like your own success or not? Do you truly want it or not?" If you do, you have to pace up; you have to stand up and combat everything that comes before you.

Remember this research: whenever a person memorises something, it goes into a place known as the pit of forgetfulness, stays there for about one to three days, varying from person to person, and then returns from it. If we keep memorising and revising, it sets in the mind and gets well learned. The evidence of this is through experiments. You may have seen that when

you only give one day to memorisation of something, you cannot retain it or recall it quickly. However, when you revise it daily for three to five days, it retains for longer, and it's easier for you to remember later.

Please know that there is nothing like an iron brain: when something is pressed on hot iron, it never imparts it. We are not iron; we are humans! We all face forgetfulness; knowledge comes, and sometimes it leaves us; the problem is how we deal with it. Moreover, how you communicate with your brain and put knowledge in it significantly impacts remembering it for a long time and forgetting it. It depends on how much you use it and how you use it. Your procedure matters. Even Psychologists have emphasised this. The more senses you use, the better it is memorised. If the procedure is correct, remember that you will not forget very quickly. In summary, memory is the name of three things:

- Learning well,
- Retaining,
- Recalling.

Make this your rule:

"Don't delay in memorising."

Ninth Principle: Combat forgetfulness and strengthen your memory.

- **What is forgetfulness?**

Forgetfulness is the inability to recall something, either wholly or partially, at a time of need. The opposite of it is remembering. If a person can recall something, he remembers it. For example,

suppose a student memorises his lesson, or a person learns his friend's phone number by heart. In that case, if they can recall it at a time of need, it's called remembrance. Otherwise, it would be said that they have forgotten it.

So, the more our skills to retain or remember are enhanced, the less we forget.

Types of forgetfulness

There are two types of forgetfulness:

1. Normal forgetfulness. It is the forgetfulness that every human being faces in his daily life. Such as a student forgetting his lesson or a person failing to remember the time he gave for a meeting.
2. Amnesia. It is a disease which causes forgetfulness. It damages a person's nerve centres and affects his memory. For example, when a person loses memory in an accident or trauma, or a person loses all his wealth or his entire family in an accident, he may fall into this state. It also happens when a person partakes of alcohol or some other drug.

Similarly, there is old-age forgetfulness. It happens when a person ages. It's a standard process caused due to ageing.

Usually, the forgetfulness faced by the students is the first one.

How does anyone become forgetful?

To know this, you must first understand what remembering is and how many forms of remembering there are:

There are two forms of remembering:

1. Recalling. It happens automatically and unintentionally. Let's understand it with an example. A student completes school and engages in everyday life, then suddenly, he sees his teacher or some of his friends on the way. He will begin to remember some of the moments he spent in school. He'll start recalling the good days, the bad days and everything related to it.
2. Intended remembering. It's something that anyone can do with intention and wish. For example, a student is giving his exam, he has a question in front of him, and he starts recalling things related to the question. This is called intended remembering.

Reasons behind forgetfulness

The Arabic word for human is “*Insan*”; its root word is “*Nasia*”, which means “to forget”. In Arabic, it is said that a human is called a human because he forgets things. We should know that forgetfulness is not something terrible. It's a gift from God. It has many benefits. It lets us forget the greatest sorrow, hardships and troubles we face. Whether it be the grief of losing someone close or stress faced due to failing an exam or any other form of anxiety, all are forgotten.

If a man remembers all these incidents and moments of sorrow that he faced in his life, he may not be able to maintain his mental health. We should thank the Almighty for giving us the ability to forget those things, and we should fight forgetfulness by focusing on the things we need to remember and start revising them in the right and most productive manner.

Sometimes, this question arises: “I memorised my lesson so well, then how did I forget it”? Or “Why do we forget our previous lessons”?

The answer is that there are many reasons for this forgetfulness. I’ll try to mention some of the reasons:

1. Revising the lesson when you were feeling tired.
2. Disliking a subject. When a student dislikes a matter, he studies it reluctantly, to the extent that he forgets it.
3. Not revising at all or not revising correctly.
4. Becoming distracted very quickly, whether in the classroom or while revising lessons.
5. Revising without understanding or knowing the essential points.
6. Revising too much at one time.
7. Not revising in an organised manner and not going over it repeatedly.
8. Revising something and then leaving it for a long time.
9. Not being confident about the ability to recall what was memorised.
10. Not studying in an organised manner and studying many similar subjects simultaneously leads to confusion.
11. Being physically unwell.
12. Suffering from a mental disease, like depression, anxiety, etc.

How can a student study for his exams when he has no energy? How can he participate in a lesson when he is feeling depressed? There are many internal, external, social and financial reasons for this feeling, like problems at home, economic issues, and issues with family, relatives and cousins, etc. And there is no doubt that a big reason behind these psychological conditions is

the habit of sinning. The cure to everything is bowing to the Almighty and asking for help.

13. Not using your previously learned skills and abilities for long-time results in a person forgetting them. However, the skills that we continue using remain with us. There is a rule regarding mental abilities: if we keep using our abilities, they increase and are enhanced, and the more we use our brain, the better it becomes. Human beings have this incredible ability; the more a person uses their neural links, the stronger they become.
14. Various complexes also cause forgetfulness. Some people are affected by them and become stressed.
15. When a person loses interest in a subject and shows more interest in others, he starts forgetting the previous subject. A person remembers what he is more interested in and forgets the latter. Considering this aspect of human nature, many educationists state that lessons should be linked with the student's hobbies and interests. They also say that we should try teaching things by moving students' minds from what's known to them to the unknown and from the familiar to the unfamiliar. We should first tell the students what they know about, link it with the new idea or thought we are about to deliver, and then talk about that idea. This way, memorising well is possible and not forgetting things.
16. We may forget previously learned things when we acquire new ones. An expert psychologist Hermann Ebbinghaus did a brilliant experiment regarding this. He made two teams and gave both of them something to memorise. The first team had to sleep right after learning, and the second team had to stay awake and

return to their daily routine. At the end of the day, both the team members were called and asked various questions. The result was that the team that had rest could remember what they learned much better. This is why he made a study chart and recommended that students should take a half an hour break between two different subjects. This way, he can give his mind rest and enough time to store and connect the knowledge gained.

Similarly, I will recommend that you must have some extra-curricular activities when you are a student. This will give you a refreshing break during lessons, but do not let it distract you from your studies. Otherwise, you will no longer be able to concentrate on them.

How can we counter forgetfulness?

The 20 principles of countering forgetfulness are:

Principle No.1: Be enthusiastic about the subject. Enthusiasm creates success. Being excited about something in life helps a person not forget it. On the contrary, what we dislike, we forget very soon.

Principle No. 2: Do not revise the lesson when you are tired. When you are tired, you are not able to memorise things. That time goes waste. You cannot learn anything. In fact, revision at fatigue time is harmful to health. So, it is recommended that you do not memorise at times like these.

Principle No. 3: Have complete confidence in yourself and remove this thought from your mind that you forget things quickly.

Whenever you read something, believe that you won't forget what you are reading this time. Also, remember that you can revise something you forget and memorise again in a short time, so don't be afraid to go back to it.

Principle No. 4: Believe that the way you can remember other things in life, you can remember your lesson as well.

If the students can remember the address of their friends' homes, know the name of various restaurants, and be familiar with every new mobile phone that comes to the market, why can't they remember their lessons? They can recognise which car just passed by them, which year's model it was, and what configurations it has, so why not this spirit in education? Make

sure you reassure yourself that you are capable of learning and begin.

Principle No. 5: Imagine using your right-brain skills.

The right brain is different from the left brain in such a way that the right brain does all the following work:

- Recognising and visualising colours,
- Imagining and understanding shapes,
- Daydreaming,
- Understanding dimensions, for example, knowing how long or deep something is.
- Recognising and understanding voices and accents.

The more you use your right-brain abilities by fill colours in things and memorising them through their dimensions, the better you will remember them.

I will give you an example. You want to remember the name of an old friend you haven't seen for a long time, and you only have a blurry picture of him in your mind. You're trying to remember his name and putting a lot of burden on your mind; you're spending time as well, but you are not succeeding. In such a case, if you follow this method, you are expected to get astonishing results. Bring your friend's picture in your mind. Add as many colours to it as you can. Add the features and characteristics you remember. Try to make his appearance as colourful as possible. Remember your sittings with him and things he might have said. Hopefully, you will recall his name.

Similarly, you can remember many other things this way. You are in the exam hall, you came across a question about

something you have experimented with in the science lab, and now you want to write an ideal answer to it. Take your memory to the lab and imagine doing that experiment again. Think of your teacher's instructions and remind yourself what you did at that time. You will soon have an ideal answer through this simple process.

Principle No. 6: Revise the material you need to remember in different periods.

Revising is one of the most important ways to prevent forgetfulness. Forgetfulness is inversely proportional to revising. The more you revise, the less you forget.

Principle No. 7: Understand what you are reading. Understanding something is a fundamental part of remembering it. Understand the basics of the subject you intend to retain. If you can't understand it, take separate tuition or go to a friend or a teacher for it. The importance of understanding can be understood by this example: if a person has to remember that acceleration is the change of speed per unit of time,

$$Acceleration = \frac{speed}{time}$$

he should also know that speed is the distance crossed per time unit.

$$Speed = \frac{distance}{time}$$

Principle No. 8: Organise what you want to remember. If you memorise things randomly, it will be difficult for you to revise them. To understand this concept further, let's take the example

of two shops or closets, one of which has everything in order and the other has things placed randomly. You can easily find what you want from the organised one. On the contrary, you may not find anything where they are kept haphazardly. Learn lessons from this example and memorise everything in an organised manner.

If you have a few things organised and arranged, you can easily get what you want from them. Whereas, if they are scattered, you will hardly be able to find anything. You may ask me: “How?” Give me a chance to take a small test from you. Take out a paper and a pen, read the collection of all the words here once, then close the book and write down the ones you remember on that paper:

- | | | |
|----------|------------|--------------|
| - Banana | - Chair | - Watermelon |
| - Pen | - Apple | - Pumpkin |
| - Onion | - Board | - School |
| - Potato | - Cucumber | - Table |

Now I'll present the same information to you in a different way. Try to read it once and write it. This time, we have categorised those things.

Fruit collection: Banana, Watermelon, Apple, Pumpkin

Vegetable collection: Onion, Cucumber, Potato

Study Material (a collection of things related to studies): school, chair, pen, board, table.

You will see that you can remember more words in the second activity than in the first one. The reason behind it is the order of words. In the second activity, I created separate sets of items, while in the first one, I mentioned everything randomly.

Principle No. 9: If you have anxiety, get rid of it.

Relieve yourself from psychological stress, at least to the extent that you feel mentally relaxed while studying and capable of reading the lesson correctly, revising it and not forgetting it. Physical and mental disturbances are a big reason behind forgetfulness. Try to stay focused. A mentally disturbed person cannot maintain concentration while studying.

Don't allow anything to distract you. Consider such things as a bee that comes buzzes in front of you and tries to distract you. You don't allow a bee to disturb you and waste your time, but you get rid of it. Similarly, you should also not let these distractions stay with you.

Try getting rid of everything that causes disturbances in your life and distracts you from your studies, whether it be something external, like mobile, internet, phone calls or messages etc. or internal, such as daydreaming or other thoughts.

Principle No. 10: Write a summary of the lesson you have revised in a particular register.

Write these summaries by yourself in your own words. This way, you will be able to easily remember and revise it. These summaries will significantly assist you in the exams.

Principle No. 11: Revise: revision will help you remember things, especially when you keep a habit of revising again and again.

Let's have an example. If you give a day to memorise a paragraph and then do not revise it for several days, the inevitable consequence is that you will forget it. However, if you memorise and revise it daily, it will become stamped on your memory in only a few days.

Principle No. 12: The best way to remember something is to revise it with the best effort and in an organised manner. When you remember with hard work and systematically, you will be able to remember things for a long time.

Principle No. 13: When learning something, do it with the intention that you will keep recalling it.

If you intend to continue recalling or discussing what you read, you will be able to learn it better. And it doesn't mean that you have to sit in a place and open your books to recall something. You can remember things whenever and wherever you are: on the street, bus or while sitting in a car.

Principle No. 14: Make a habit of recalling what you learn. Once you continue to do this, you will become an expert in your subject.

Principle No. 15: Connect and associate things.

One of the most valuable principles of quick memorisation is the principle of connecting things. This principle especially helps you to remember different shapes. You must have had difficulty remembering the geographical maps in the early grades.

Suppose you have memorised the map of Qatar or South Africa before. Now I will ask you if you remember it or not? Similarly, the shape of any other map that you have studied? Don't worry. I won't say anything to you if your answer is "No". How can we remember something we had learned many years ago and haven't since recalled?

Nevertheless, I'd say about myself, "Yes, I do remember"! You may ask, "How can you remember these maps till now?" The simple answer is, "Because of connecting things! I associated the shape of Qatar's map with a palm, the map of Emirates with the shape of a fishing vessel, and the Map of South Africa with ice cream. You can see the photos of these maps and observe the connections.

We can follow this principle in every subject that contains diagrams, such as Anatomy, Biology, Botany, etc. The way is to look at the sketch, then visualise another similar object and connect them both.

Similar is the way of remembering numbers through rhymes. Such as, "One, two; buckle my shoe..."

Principle No. 16: Revise and memorise before going to sleep.

What is the relationship between sleep and memory? You must have found this principle very strange. Researchers have discovered that sleep helps in memorising things. It even makes complex information easier, whether difficult words, mathematical equations, chemical formulas, or any problematic information.

Some experts recommend that students should revise such difficult things fifteen minutes or half an hour before sleep, then

leave the rest to their mind, which will format and reinforce the information in their sleep. It will stick to their memories and make the difficult things easier to remember and recall. This experience is worth trying. Why don't you try it tonight?

Principle No. 17: Make mnemonics of what you need to remember.

Some examples of this are being mentioned:

1. Components of Air

The main components of the air are Nitrogen, Oxygen, Hydrogen and Carbon dioxide. To remember them, you can take the first letter of each of them: "H" from Hydrogen, "O" from Oxygen, "N" from Nitrogen, and "C" from Carbon dioxide, then arrange these letters a little until you get a word that you find easy, such as HONC.

2. Months of the year

To remember the months, this sentence can be used: "**J**ust (January) **F**or (February) **MAM** (March April May) **J**unior **JASON** (July August September October November) **D**oodles (December). Each bold letter represents a month.

3. Solar Planets

To remember the planets of the universe, this sentence can be helpful: "**M**y **V**ery **E**asy **M**ethod **J**ust **S**peeds **U**p **N**aming **P**lanets." The first letter of each word represents a planet. The names of the planets are: "Mercury, Venus, Earth, Mars, Jupiter, Saturn, Uranus, Neptune, and Pluto."

Principle No. 19: When you forget something, use clues to recall it.

Try to remember when and where you read that thing. In which book and at what time did you read it? What was written before and after it? Try recalling things similar to it. Use your brain in as many dimensions as you can. Keep asking yourself such questions. Hopefully, you'll get the answer.

Principle No. 20: Manage your time

The Prophet (peace and blessings be upon him) said:

«إِعْتَنِمْ خَمْسًا قَبْلَ خَمْسٍ: شَبَابَكَ قَبْلَ هَرَمِكَ، صِحَّتَكَ قَبْلَ سَقَمِكَ، وَ
وَعِنَّاكَ قَبْلَ فَقْرِكَ وَفَرَاغَكَ قَبْلَ شُغْلِكَ، وَحَيَاتَكَ قَبْلَ مَوْتِكَ»
[رواه الحاكم والبيهقي واحمد]

Translation: "Take advantage of five things before the arrival of five others: youth before old age, health before illness, wealth before poverty, leisure before an occupation, and life before death."

He also said:

«لَا تَرُؤُلْ قَدَمَا عَبْدٍ يَوْمَ الْقِيَامَةِ حَتَّى يُسْأَلَ عَنْ خَمْسٍ: عَنْ عُمْرِهِ
فِيمَا أَقْتَاهُ وَعَنْ شَبَابِهِ فِيمَا أَبْلَاهُ، وَعَنْ مَالِهِ مِنْ أَيْنَ اكْتَسَبَهُ وَفِيمَا
أَنْفَقَهُ، وَمَاذَا عَمَلَ فِيمَا عِلِمَ» [رواه الترمذی]

Translation: "The feet of the son of Adam shall not move from before his Lord on the Day of Judgment, until he is asked about five things: about his life and what he did with it, about his youth

and what he wore it out in, about his wealth and how he earned it and spent it upon, and what he did with what he knew."

One of the critical components of success is time management. A student who wishes to succeed in his studies will indeed manage his time.

Advantages of managing time

1. You will be able to focus on your tasks, so **don't leave for tomorrow what you can do today!**
2. You will be able to accomplish goals quickly and easily.
3. You will always feel calm and confident, which is the best feeling one can have to succeed in his studies.

Have you asked yourself someday: why don't you forget numbers and alphabets? Similarly, have you asked yourself why you remember some lessons while you don't remember the others?

This is also due to the time factor. The more we give something time, and the more we revise, the lesser we forget it, and vice versa.

Manage your time and become a good employee of it. A good employee manages his work and submits it on time. Similarly, manage your time and do everything according to it.

Principle No. 20: Make a habit of offering prayers and doing good deeds.

Go to the Mosque and pray, especially the Morning Prayer, i.e., the prayer of Fajr. We get to know from the Prophet (peace and

blessings be upon him)’s verses that the Fajr Prayer has a significant influence on a person’s life.

The following points can explain the effect of the Prayer of Fajr on you:

1. You will feel high-esteemed and be able to memorise and revise your lessons well.
2. You will feel calm and relaxed all day.
3. You won’t feel stressed regarding your exams.

Religion gives a person an ideology and guides a person regarding how to lead life. It teaches humanity and talks about every person's responsibility towards God and the society. Believe me, those who follow their religion stay happier in their lives and succeed. Faith does not teach anyone to leave the world, abandon his studies and sit in one corner remembering God. A truly religious person possesses an outstanding personality, succeeds more than others, and is more loyal, hardworking and peaceful than others. He is ideal, he is a trendsetter, and he is undoubtedly a leader.

The closer a student is to his religion, the more he will succeed. And the farther he is from it, the more he will find life difficult.

Furthermore, know that the more you do good deeds, the happier you will be. And the more content you are, the better you will be able to remember your lesson.

Tenth Principle: Avoid sins

There is a poetic verse:

شَكَوْتُ إِلَى وَكَيْعٍ سُوءِ حِفْظِي فَأَرْشَدَنِي إِلَى تَرْكِ الْمَعَاصِي
وَأَخْبَرَ أَنَّ الْعِلْمَ نُورٌ وَنُورُ اللَّهِ لَا يُهْدَى لِعَاصِي

Translation: "I complained to my teacher, Wakee', about my weak memory, so he guided me to leave sins and told me that knowledge is a light of God, and the light of God is not given to a sinner."

Wakee ibn Jarah was a great scholar of his time. He advised his student, who himself became a renowned scholar and a Jurisprudent, Imam Shafi' to leave sins.

And the Imam of Hadith Abdullah ibn Mubarak says:

رَأَيْتُ الذُّنُوبَ تُمِيتُ الْقُلُوبَ وَ قَدْ يُورِثُ الذُّلَّ إِدْمَاكُهَا
وَتَرَكْتُ الذُّنُوبَ حَيَاةَ الْقُلُوبَ وَ خَيْرٌ لِنَفْسِكَ عَصْيَاكُهَا

Translation: "I have seen that sins kill hearts and that constantly doing them makes a man humiliated. And leaving sins gives life to the hearts, so you should disobey yourself (when you have the feeling to commit sins)."

Avoid sins because sinning humiliates a person, causes stress and affects the brain. So, to attain knowledge, be pious and avoid all wrongdoings. The Almighty Lord will surely help you; He will make things easy for you and Make a way out of every difficulty you face.

A young boy wrote a letter to Ibn al-Qayyim Jozy, a great scholar of Religion, in which he asked him for a piece of advice that would save him from sins and the stress caused by doing them. In response, he wrote a very valuable book in Arabic

called: “*al-Dā’ wa-al-dawā’*, *aw, al-jawāb al-kāfi li-man sa’ala ‘an al-dawā’ al-shāfi’*” (الدَّاءُ وَالذَّوَاءُ أَوْ الْجَوَابُ الْكَافِي لِمَنْ سَأَلَ عَنِ الدَّوَاءِ الشَّافِي).

This book is available in Arabic, Urdu and English as well. Its name in English is: “The ailment and the cure”, also known as “an adequate response for whoever has inquired about an effective medicine”.

In the book, he explains the effects of sins on human life. You must read it and ponder over every piece of advice and every word written in it. Try becoming pious in your life to succeed both in this world and in the Hereafter.

What is piety?

Piety is the name of an inner state that gives a man the feeling of love and the presence of the Lord. This state causes him to feel afraid of making the Almighty Lord angry or losing his relationship with Him. We should know that piety is not just the name of fear from the torment of God, but it is the name of fear of Him being displeased by His believer due to his deeds. It’s actually a matter of love. For example, a person who loves someone, no matter how weak his beloved is, stays afraid of him. This fear is not due to his beloved's power but his love for him. He doesn’t want his beloved to be angry with him or leave him. Similarly, piety is the name of fearing the displeasure of the Almighty. He doesn’t want to see His Lord angry with him. The more a man has this feeling, the closer he will be to the Almighty Allah (SWT), and the more he will be afraid of Him.

The effect of piety on the brain

You may have this question: “What is the effect of piety on the brain?” The answer is that piety creates a strange inner state in a

person. In it, he feels calm, peaceful, thoughtful, stress-less, less worried, intelligent, wise, humble, down to earth and brilliant. All these characteristics make a man perfect and, more precisely, an ideal student with a sharp and bright memory. The Almighty has said:

﴿وَاتَّقُوا اللَّهَ وَيُعَلِّمُكُمُ اللَّهُ﴾ [البقره: 282]

Translation: "Have piety, and Allah will teach you."

He said in a Prophetic narration:

«أَنَا عِنْدَ ظَنِّ عَبْدِي بِي، وَأَنَا مَعَهُ إِذَا ذَكَرَنِي فَإِذَا ذَكَرَنِي فِي نَفْسِهِ ذَكَرْتُهُ فِي نَفْسِي، وَإِنْ ذَكَرَنِي فِي مَلَأٍ ذَكَرْتُهُ فِي مَلَأٍ خَيْرٍ مِنْهُمْ، وَإِنْ تَقَرَّبَ إِلَيَّ شِبْرًا تَقَرَّبْتُ إِلَيْهِ ذِرَاعًا، وَإِنْ تَقَرَّبَ إِلَيَّ ذِرَاعًا تَقَرَّبْتُ مِنْهُ بَاعًا، وَإِذَا أَتَانِي يَمْسِحُنِي أُتِيتُهُ هَرَوَلَةً» [رواه البخاري ومسلم]

Translation: "I am as My servant thinks about Me, I am with him as he remembers Me if he remembers Me in his heart, I also remember him in My Heart, and if he remembers Me in assembly, I remember him in an assembly better than his (remembrance), and if he draws near Me by the span of a palm, I draw near him by the cubit, and if he draws near Me by the cubit, I draw near him by the space covered by two hands. And if he walks towards Me, I rush towards him."

When the exams come near, we see some students start offering prayers. They rush towards the Mosques. They start remembering God. But as the exams end and the result is

announced, they return to their old routine. They forget God, good deeds and prayers and start living their previous careless lives. I don't need to express how foolish this act is. Everyone can himself figure out what's wrong over here!

Our beloved Messenger (peace and blessings be upon him) has guided us towards a fundamental lesson in His saying:

« تَعَرَّفْ عَلَى اللَّهِ فِي الرَّخَاءِ يُعَرِّفَكَ فِي الشَّدَّةِ »

Translation: “Remember the Almighty Lord at times of ease; He will Remember you at times of hardship.”

Remember Allah and stay inclined towards Him by your heart, actions, wealth, and prayers. Offer prayers, ask forgiveness, make supplications to God daily, never disobey Him and don't forget that He is watching you. Spend your life in the way He wants you to spend it. You will see such success and help that you had never thought of. He will open your heart and mind. He will guide you along the way, Make you closer to Him and Be beside you at all times.

- If you wish to not forget something you read, recite this supplication before reading it:

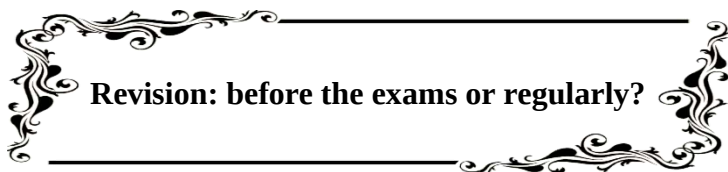
بِسْمِ اللَّهِ وَسُبْحَانَ اللَّهِ وَلَا إِلَهَ إِلَّا اللَّهُ وَاللَّهُ أَكْبَرُ وَلَا حَوْلَ وَلَا قُوَّةَ إِلَّا بِاللَّهِ
الْعَلِيِّ الْعَظِيمِ، عَدَدَ كُلِّ حَرْفٍ كُتِبَ وَيُكْتَسَبُ أَبَدًا لَا يَدِينُ وَدَهْرًا لَا يَرِينُ، وَ
صَلَّى اللَّهُ عَلَى النَّبِيِّ الْأُمِّيِّ وَعَلَى آلِهِ وَصَحْبِهِ وَسَلَّمَ

If you want your memory to be strong, read this supplication before each prayer:

أَمَنْتُ بِاللَّهِ الْوَاحِدِ الْحَقِّ لَا شَرِيكَ لَهُ وَكَفَرْتُ بِمَا سِوَاهُ

6. Revising lessons continuously

- ✓ When should we revise lessons?
- ✓ What is the importance of revising lessons?
- ✓ What are times appropriate for revising lessons?
- ✓ How should the lessons be revised?
- ✓ Do we know the best way of gaining knowledge?
- ✓ Examine yourself. Is your methodology of revising lessons correct?
- ✓ How do you revise literature?
- ✓ How do you revise different sciences?

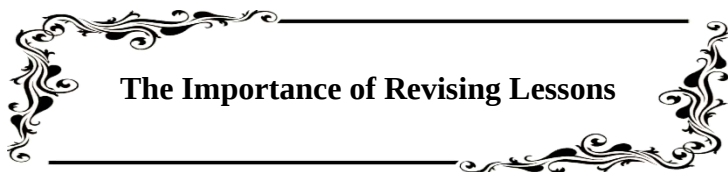


Revision: before the exams or regularly?

Once, some students were asked, "When do you revise your lesson?" They replied: "At the time of exams." Many had an excuse that they didn't get any time before it. I believe that the main reasons behind this careless attitude are:

- They don't understand the importance of revising lessons.
- They don't care much about their future or career.
- They don't know how to revise and how revision can be made uncomplicated.

I felt my responsibility to say some words that might help my readers understand the importance of revising lessons. Remember that revising lessons is vital in fulfilling the students' ambitions and furnishing their future. I wished to explain its method and state the most appropriate times for revision. The only purpose behind this is to make things easier for the students. I hope that they will consider following my advice and benefit from it.



The Importance of Revising Lessons

These points highlight the importance of revising lessons for students:

1. It balances time and effort and gives the students proper time for recreation and entertainment.
2. It helps to retain information.
3. It helps the students understand the lessons and develops the ability to stay focused on the teacher's lecture.
4. It saves from exam phobia. It eliminates the need for tuitions and extra classes and protects us from wasting time and money.
5. It keeps the students' families satisfied. We have seen several parents worrying about their children's results and careers when they don't see them revising their lessons or preparing for the exams.

The most appropriate timings for revising lessons

I believe we must warn the students who revise the lessons at the last moment that they are putting themselves in immense danger. They might face something suddenly that they had not even expected. The electricity may go off, or they might get sick. Even a headache or a slight fever can prevent a person from studying on exam night.

Many students ask what times are appropriate to revise the lesson.

Education experts Khalid Shah, Adli Suleiman and Leeson Carlisle each agree that it is beneficial to revise the lesson in the following manner:

1. Revise the daily lessons at the end of the day.
2. Revise the weeklong lessons at the end of the week.
3. Revise each month's lessons at the end of the month.
4. Revise the yearlong lessons at the end of the year.

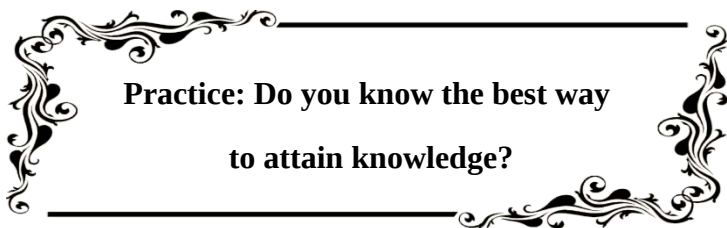
This information can be described in more detail in the following way:

- Start revising lessons from the beginning of the year and review the lessons of the previous academic year of the same or similar subjects for the new year's studies.
- Thoroughly revise lessons of two to three subjects at the end of the week and try revising all the lessons taught in the month once in it.
- Take advantage of the presence of your colleagues and the free time you get between classes. Use that time for combined studies, help someone or get help or have a passive discussion on any topic.
- Make use of the weekends. Specify a day for memorising things and reciting them.
- Try completing your revision as soon as possible before the exams.



How do we revise lessons?

1. First, scan the main titles, then read the smaller titles and try to remember the lesson's key points.
2. Try to revise what you have memorised before and pay more attention to the essential points.
3. Try to write the essential points in the lesson, such as the rules, equations, texts etc.
4. Go over two or more books every week and revise all the lessons taught in the month entirely by the end of it.
5. Make your spare time during classes valuable and revise your lesson. You may start revising your work right after a period before the next teacher arrives. You may also use that time to prepare for the upcoming class.
6. Revise the lessons at the weekends.
7. Write your own summary and notes in an organised manner. This proves to be the most useful in exams, in a teaching profession and at many intervals in life.
8. Solve some comprehensive questions. Have a look at the previous exam papers.
9. Have a passive discussion and an open question-and-answer session with your colleagues. This strengthens your memory and helps you retain a particular topic for longer.
10. If the time is short, focus on the essential things and do not go into detail.



Read these questions and answer them in (yes) or (no) or (not sure).

Questions	Yes	No	Not Sure
1. Do you go through the upcoming lesson and try to understand it before attending the class?			
2. Do you revise right after the lesson is delivered?			
3. Do you rely on listening to the lesson and don't do anything before or after it?			
4. Do you ask someone about the things you do not understand in the lesson?			
5. Do you use a dictionary or reference books where they are needed?			
6. Do you write notes after the lesson?			
7. Do you write a summary of the lesson?			

8. Do you solve questions and exercises by writing them down?			
9. Is your primary focus on the course books?			
10. Do you have a habit of doing research and looking at reference books?			
11. Do you go through the notes and summaries available in the market?			
12. Do you always read your lesson aloud?			
13. Do you always read your lesson silently?			
14. Or do you habitually read some of your lessons quietly and some of them aloud?			
15. Do you revise your lesson in a surrounding filled with noise and disturbances?			
16. Do you prefer a peaceful environment to revise your lesson?			
17. Do you revise your lesson while wearing earphones or with the T.V switched on?			
18. Do you focus on self-studying?			
19. Do you prefer studying with your classmates?			

20. Do you prefer to gather with students of all grades and ages to study together in one place?			
21. Do you prefer revising at home?			
22. Do you prefer revising in the school or a library nearby?			
23. Do you prefer revising in an empty spot?			
24. Can you revise your lesson in all kinds of places and surroundings?			
25. Do you prefer revising your lesson in the early morning?			
26. Do you prefer revising your lesson after the Magrib Prayer?			
27. Do you prefer revising your lesson at the time of Tahajjud, before Fajr (morning) Prayer?			
28. Do you revise your lesson during the weekends?			
29. Do you think of the government holidays as an opportunity to solely revise your lesson?			
30. Do you revise your lesson during the vacations?			

31. Can you keep yourself calm at the time of Examinations and tests?			
32. Do you care about your exams? And to what extent?			
33. Do you go to bed early?			
34. Do you prefer to stay awake late at night purposelessly?			
35. Do you watch Television?			
36. Do you have a Smart Phone?			
37. Do you try finding out free time for yourself?			
38. Do you make use of your free time?			



Examining the method of learning lessons



Several students study a lot. They constantly work hard and put in their maximum effort. Everyone who sees them expects perfect grades and academic achievements from them. Still, when the results are announced, they bring very bad or unexpected results. This may be because they do not know the correct method of learning. Several factors need to be improved for a person willing to learn well. These include studying hard, creating familiarity with the subject, mastering the language in which the subject is being taught, having the ability to convey well and write fluently, etc. By following the right and more beneficial way of learning the lesson, you will be able to memorise more quickly and take advantage of your hard work.

If a student knows the correct method of learning, not only will he succeed, but he will also enjoy his academic life. He will get the opportunity to participate in various physical, cultural and social activities with ease.

You can test your learning method and see whether it is correct or not.

Answer these questions correctly in "yes" and "no". This way, you will be able to know whether your method is correct or not?

Task 1: Answer these Questions

Questions	Yes	No
1. Have you specified a place for yourself to revise lessons?		
2. Do you usually skim the lesson first, then revise it in detail?		
3. Before revising in detail, do you get familiar with the main headings and important points?		
4. Do you consult a dictionary, a reference book or refer to a teacher when you don't understand something?		
5. Do you secure the lectures and lessons in organised notebooks?		
6. Do you complete your homework?		
7. Do you check yourself regularly and see how you are progressing and how much you have learned?		
8. Can you benefit from the knowledge of one subject in another subject?		
9. Do you keep revising the lessons regularly?		
10. Do you plan your day, i.e., how you will spend each day and how you will manage your time on that day?		

Task 2: Answer these Questions

Questions	Yes	No
1. Do you have something in your study area that would distract you from your studies?		
2. Do you stay awake very late near the exams?		

After answering: In the first table of questions, give yourself one mark if your answer is “Yes” at any place. And from the second table, minus one mark if the answer to any question is “No”. Total your marks. You must strictly improve your study method if you have less than 8 marks.

I didn't give a marking key in the table that had thirty-eight questions. This is because I want my reader to mark themselves according to what he has studied in the book. So is he ready to do so?



10 Principles of learning Arts and Literature



Every subject differs from the other. Its method of learning and revising may also be different. In subjects related to Art and Literature, such as Arabic, English, Religion and History, it is crucial to follow these principles:

1. A student should sit in an appropriate and suitable place to revise the lesson.
2. He should read the titles first, then read the subject at length.
3. After that, he should read the subject in detail and know its essential components.
4. He should underline the main components of the subject, as well as the difficult words, profound interpretations and the information provided.
5. The topics should be divided into appropriate components and completed in different sessions.
6. After reading the lesson and understanding it, recite it to someone. This will help you memorise it better.
7. Some things have to be memorised. It's not enough to just understand them. Memorise them efficiently; find someone to listen to you, and keep revising them repeatedly.
8. After that, try to write the main headings and important points. Many students resist writing, which makes them forget what they read quickly.
9. Make diagrams and concept maps. It helps to clarify the matter and understand the issue in depth.
10. After revising, summarise what you understand and organise it. It is highly advantageous to write these summaries and memorise them in order.

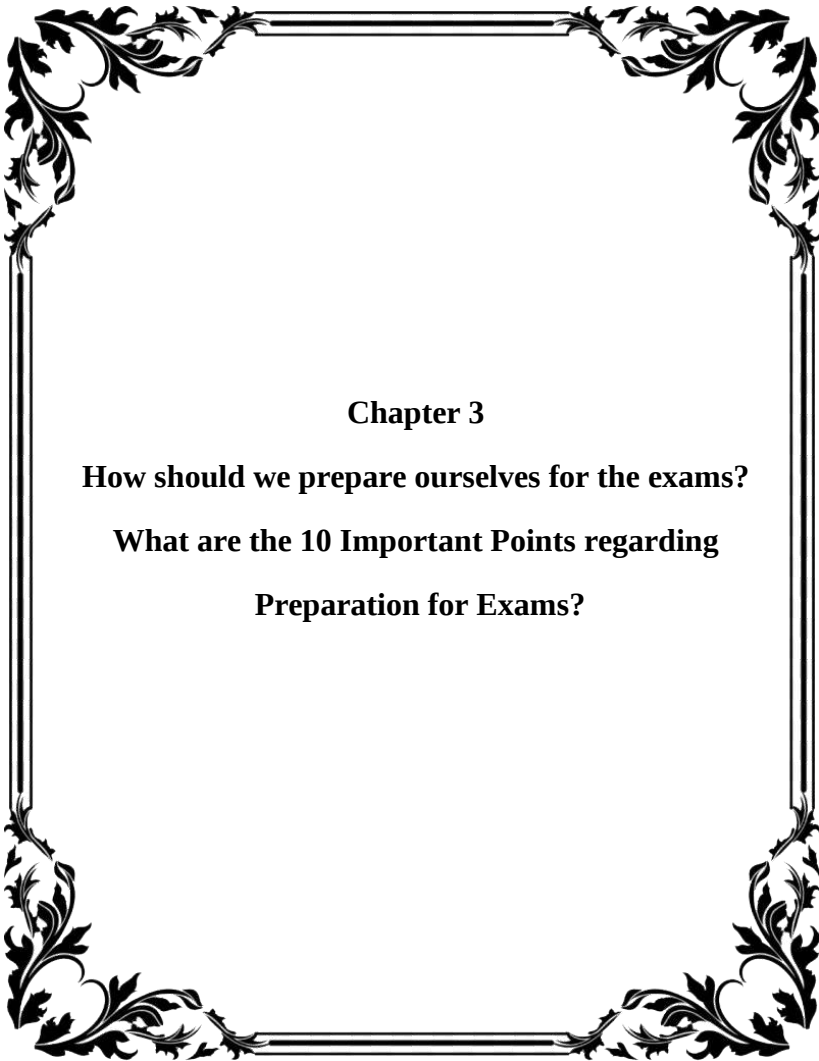


10 Principles of learning different Sciences



Revising scientific subjects begins in the classroom primarily when lessons are related to practical work. We must follow the following principle to revise lessons in scientific subjects such as Mathematics and General Science:

1. Revise the lessons according to the timetable, but don't revise more than two science-based subjects in a single day.
2. Divide the topic you want to revise into appropriate components, read your assigned parts and learn the meaning of all the scientific terminologies used.
3. Learn all the interpretations and concepts in the lesson with clear understanding. For example, "Every Rhombus is a parallelogram, but not every parallelogram is a Rhombus". You must be able to understand the rule before memorizing it.
4. Learn the basics of Mathematics and Science well, such as multiplication tables and chemical symbols.
5. Specify the essential points of the lesson.
6. Memorise some scientific texts and understand their meanings, such as engineering theories and definitions.
7. Read the examples given in the book well and link all the examples one to another.
8. In Mathematics, try solving the problems in several ways, through several rational methods of a problem.
9. Reread the exercise, solve problems and if the correct answers are given at the end of the book, look at them. Compare your answers to the answers given in the book and see how accurate your solution is or where you have got wrong.
10. Try revising the lessons of scientific subjects on the same day they are taught. Don't let the tasks accumulate. Otherwise, it will become difficult for you to understand the explained concepts.

A decorative rectangular border with ornate floral and leaf patterns at each corner and along the sides, framing the central text.

Chapter 3

How should we prepare ourselves for the exams?

**What are the 10 Important Points regarding
Preparation for Exams?**



10 Important Points regarding Preparation for Exams



Now we will discuss ten essential points regarding the preparations for exams:

Point 1: Preparation for the exams is from the beginning

Preparation for the exams from the beginning is done by setting study goals, acquiring different skills, increasing the ability to be consistent and by constantly revising. All these things are a part of the preparation for exams.

A student can become motivated through the exams, his abilities are highlighted, and his hard work can be recognised. They also act as a milestone to be achieved, which follows many other milestones ahead of it. Here is a saying in Arabic:

«عِنْدَ الْإِمْتِحَانِ يُكْرَمُ الْمَرْءُ أَوْ يُهَانُ»

Translation: "Man is respected or dishonoured at the time of examination."

There are different types of exams: an announced exam, a surprise test, a monthly test, an oral and a written test, etc. A successful student prepares for all these types of exams.

Identifying a common mistake made by students

A common mistake that most students make is that they start preparing only a day before or a few days before the exams. The result is that a student does not have enough time to read or study the entire topic. He does not even have the time to revise what

he has read, and when he feels that he has not revised anything correctly, he becomes more confused and frustrated. Resultantly, he starts forgetting things even more than usual. The solution is to prepare for the exams regularly and from the very first day. I have mentioned a few principles that should be followed in preparation for exams:

Basic principles of regular preparation

1) Memorise the lesson systematically

Memorise your lessons systematically, whether the exams are near or not and specify some hours daily to memorise your lesson.

2) Revise the lesson in an organised manner

The key to this success is to keep revising from day one. It is crucial to revise the lessons on time, for example, every week or every month, so that it is reinforced and not forgotten. And when the exams get nearer, revision for the last time before exams is more manageable, and a student can be guaranteed good results.

3) Complete your homework on time

Some students often delay their homework until the end of the week or until the teacher collects notebooks, and others even postpone it until the exam announcement. Due to this, they become so pressurised that they cannot do anything and don't have much time to submit their homework. They are so short of time that even if they work day and night, they won't be able to complete their task. If the students submit all their homework on time, they can remember concepts better and will not face such a shortage of time.

4) Start preparing quickly

Some students prepare for the exam the night before the exam. Who knows what can happen at that time? Sometimes the electricity goes off; sometimes, a student is suddenly struck by some disease and sometimes gets stuck in an emergency.

It can be well understood that relying upon the last night before exams is a student's biggest mistake. A student should complete his studies and revision a week before his exams.

It is better to prepare for the exam before its announcement, for example, three to four weeks before it starts. Remember that the more time you get for the final preparation, the better. The more time you have, the lesser the risk of failure. When you have more time, you will get more chances to prepare, memorise and revise for the exams.

5) Always stay focused on the teacher's lessons

Preparation for the exams is a continuous task, which begins from the first day of the academic year and continues till the last day. Some students listen to the teacher's lessons only near the exams. Otherwise, they prefer keeping themselves distracted or engaged in other unnecessary things.

A hardworking student listens to the teacher's lesson with great care and attention from the first day of school and remains this way until the last day. He remembers his lessons systematically, revises them in an organised manner and constantly keeps preparing for the exams.

6) Ask about unfamiliar or ununderstood concepts

Students who do not understand a topic or a particular thing should ask someone without feeling ashamed. Perhaps the upcoming lessons may be dependent upon it. Remember that not understanding it is like running from your responsibility. Sometimes, delaying it makes the matter much worse and more complex. This is why exam preparation cannot be completed in a single day; you have to start it on the first day of the academic year. The student who keeps revising from the first day in an organised manner never fears exams.

Point 2: Revise in the last weeks

This is one of the most critical periods for preparation. If you do not use this time wisely, you will likely sabotage your result. If you revise from the beginning of the year and during this time, be hopeful for an excellent academic outcome.

At this moment and in this short time, you will also recognise the importance of your personal notes and summaries, which will serve to be a helpful guide for you now.

Try to follow these steps in the weeks following:

1) Create an exclusive revision timetable

You must restrict yourself to the timetable you make and follow it thoroughly. This way, you will be able to revise each subject well and always ensure that you give more time to the complicated and easily forgotten topics.

2) Revise the lesson with courage and enthusiasm

Know that the most crucial thing is to recall all your information and bring it to mind. So, revise each subject actively. The best way to do it is to divide the syllabus into units, complete every

unit, close the book and ask yourself what you gained from this unit. Try recalling everything and saying it aloud. Don't open the book until you are unable to remember something after sincere efforts. Try reaching a level in which you can recall each and everything and write it down only depending upon your power of recall.

However, in subjects like Science and Mathematics, it is never enough to only revise verbally; you also have to solve many different exercises.

3) Get help from sample papers

You must also solve many sample papers during this period and try to write correct and ideal answers. Try answering the subjective part. You will find some questions that need to be answered in detail. In such essay-like questions, you may need to write a few sentences about the subject or topic when writing an answer. Try to initially make a bold statement, then mention different aspects and give a good explanation with examples, reasons and facts. Write a concise central idea in the last few lines and if possible, try adding a general saying or a correct opinion at the end of the answer. This way, you will end your solution in a very effective and impressive way.

Consider noting that such questions are pretty much similar to essay writing questions. They both demand from a student understanding of the matter and possession of extraordinary writing skills. They also deserve regular writing practice.

4) Take Care of your health

You must pay attention to your health. Eat healthy food, get enough sleep daily and do some exercise so that you feel refresh and active.

Point 3: Prepare for the exams in the last week

It is better to specify this week for revising the lesson for the last time. You can only do so if you have already revised, memorised and recalled everything in the past weeks. Therefore, at this time, you will be revising the lesson with great self-confidence. Revising lessons this way will also reduce the fear of exams.

Don't forget to go in reverse of the exam timetable. Revise that subject first, which has been dated last for the exam, and the subject set first for the exam, revise it in the last. This method helps you in retaining knowledge. It reduces the distance between the day of the exam and the time in which the lesson was revised.

Point 4: Prepare for the exams even one day before the exams

The last day before the exams is one of the most challenging days of the entire academic year that you face. Let's discuss what you must do on this long, difficult-to-pass day until the exam.

How do you spend the day before your exam?

Some students believe it is best to spend the day away from studying so the mind can get a break. Some even suggest hanging out, using the mobile phone and being social. These are all common mistakes. It is undoubtedly essential that you do not put too much burden upon yourself on that day. But remember that not revising the lesson that day may ruin you and make you lose self-confidence for the next day.

It is better to gather both of these. We should do some revision and also some recreation on that day. This will lessen your burden and increase your confidence as well.

1) Exam night

Never stay awake late at night. Try to reduce your burden as much as you can that night. Remember that relaxation of the body and mind is vital in preparing for an exam. Try to be satisfied with what you have studied, feel that it is sufficient and stop revising further so that you can get enough sleep and rest for the next day.

2) The morning of the exam day

Try to keep your mind as clear as you can this morning. Try not to learn anything new or revise something new at this time. This will make you forget what you have learned before and lead to confusion. Be content with what you have studied and have faith in the Almighty. The students have a strong urge to keep revising things, but this urge is primarily due to thoughts that arise because of confusion and stress and should not be fulfilled. However, you may quickly revise something you cannot recall in your mind at this critical time. This will often satisfy you, but try not to revise too long. Just revise for a few minutes or an hour at the most.

3) Going for the exam

Plan to leave early for the exam and try reaching the exam place half an hour before they call you in. Some buffer time is necessary for a thing as important as an exam. Suppose you forget something in a hurry or get late due to traffic, car accidents, or other incidents. In that case, this spare time will cover you up. And remember that buffer time is necessary for every timetable and between several tasks. It is the simple act of allowing a little extra time between your jobs. It's not being lazy; it's being intelligent. Researchers of time management have noted that those who rush from one task to another don't feel good and encouraged about the new task they are about to begin.

However, it is better not to go to the exam place very soon before the scheduled time. Firstly, there is no need to do so. Secondly, if you go there, you may get engaged in discussions with your colleagues and start reviewing your information and knowledge of things. During these conversations, you will find something you don't know correctly or as much as you should. This will weaken your self-confidence and will make you panic. Always believe that the knowledge you have gathered till this time is sufficient for you, and don't try to learn anything new. This additional information that you may hear now may be something that's not in the curriculum and may also be incorrect. Even if it is correct, you should know that this is not the appropriate time to learn anything new.

Point 5: Recognise your teacher or your organisation's style and get familiar with the exam pattern

Try recognising their style. How do they make questions? You must try identifying their pattern from monthly, seasonal and other tests and try knowing what sort of questions they make. Try to also know what they prefer and what they like and dislike about a student.

- Some teachers like to make subjective questions,
- While some prefer objective questions,
- Some like to see good handwriting and may deduct marks for lousy writing.
- And so on...

Your awareness of the marking criteria and familiarity with your teacher's preferences will surely keep you at ease. Your method of revision and answering depends dramatically upon the teacher's inclinations and the marking criteria.

Ways of recognising the teacher's style

- A. Stay ready for any sort of exam clue or hint from your teacher. If a teacher emphasises something or writes it on the board and underlines it or repeats it several times, it's likely to be important.
- B. Listen carefully and stay focused. Usually, the teachers guide their students regarding essential points.
- C. You may ask the teacher about such points as well. Start the conversation with your teacher by saying that you are asking about it because you wish to study well. However, stay cautious regarding the exam boards. Some of them constantly keep changing their pattern.

Point 6: Take help from past students who studied from the teacher before or gave exams from the same exam board

It's better to follow the teacher. And if you take help from students regarding exams, just ask the brilliant students and don't pay much attention to rumours.

Point 7: Try understanding the questions before answering them

Sometimes, the students face such exam pressure that they don't even understand the question or read it thoroughly. Instead, they just start answering according to what they have understood or read. This results in severe mistakes and causes a loss of marks for no reason.

We should also understand the questions completely. Some questions have several questions within them. For example, there is a question, "Talk about the importance of time management in a student's life comprehensively with

examples”. Here they have asked for two things more than the fundamental question:

- They have asked to write comprehensively,
- And they have asked to explain the matter with examples.

A great way of saving oneself from failing in a task is by underlining the keywords for each and everything asked for separately. And when the job is completed, we can put a tick upon it. This guarantees success and the ability to not forget anything asked.

Read the instructions carefully and try following them.

Point 8: Improve your handwriting

Indeed, good handwriting, neatness and writing things in an organised manner have a considerable psychological impact on the examiner’s mind. Whereas, if you write in Hieroglyphs, the examiner will have to first figure out the code words and then understand what is being said. He is sure to get frustrated and may leave several things unread. This will result in you losing marks.

A Prophetic Narration states that a believer does not hurt or trouble anyone by his hand or his words. My teacher used to say that lousy handwriting causes trouble for the reader and is an example of what the narration prohibits.

Take a deep breath, ensure that you have sufficient time and don’t rush! Offer some supplication, take the name of the Almighty, read the question paper thoroughly and then start answering calmly.

Point 9: Follow these steps while answering:

There are three steps to be followed:

Step 1: Before answering

Follow these principles:

- i. It is said: "Understanding the question is half the answer." Read the question thoroughly, and don't confuse yourself. This way, you will understand the question and quickly figure out what to write and how to write it.
- ii. Take care of your time. Divide it accordingly, benefit from it and give each question the appropriate time required.
- iii. Have a look through the complete question paper. Every student should quickly review the entire exam paper before starting it. The logic behind this is that if we know the answers, we will feel satisfied and happy, making us write better. And if we don't know them, our minds will unconsciously start working and figuring out the answers. Our mind needs time to recall things, and this method gives it the time required for the recall process. For example, suppose there are three questions in the exam. In that case, if I read until question number three, and then start answering question number 1, my mind will automatically work for the rest of the questions. It will also begin accumulating the required information. Therefore, when I complete answering question number 1, I won't have to think much about the other two questions. I will have things striking

my mind, and I will feel my pen working by itself, and it will be pretty easy for me to answer the rest of the questions.

- iv. Organise your answers. Specify a certain number of pages for each question. This way, it will be easier for the examiner to find the answer, and he will be happy to check your paper. If you answer the following question on the same page, don't forget to leave some lines before starting. You may remember something afterwards that you may want to add to it.

Step 2: While answering

While answering the questions, follow these principles:

- i. Answer the most straightforward question first. This will guarantee you that:
 - a. You will be able to answer it completely,
 - b. You will get more time to think about the other questions, and this will make it easier to answer the difficult ones,
 - c. You will gain self-confidence. You will be able to save yourself from stress and anxiety.
- ii. Leave the most difficult for the last. First, answer the most straightforward question, then the questions with an average difficulty level, and then come to the most difficult. This way, you will be able to complete many of the questions and will only be left with some questions or some units of them.
- iii. After answering a question thoroughly, put a tick on it. This way, you won't omit anything.
- iv. When you find something difficult, pray to the Almighty Allah to help you.

- v. Answer each question even if you do not know the perfect answer. Writing something is better than leaving the space blank; you might remember the answer when you start writing.
- vi. If you are given Right/Wrong questions, ponder before answering. These questions usually get tricky when the examiner adds various restrictions, such as, Sometimes, Usually, Often. At this moment, the main task is to understand the basic idea behind the question and see the words and phrases used in it. Words such as "Always, all and every time" make the question difficult. Usually, the thing mentioned is true, but it's not always correct. For example: "All human beings know how to read", the sentence is accurate to the extent that human beings know how to read. However, all of them do not know how to, but only some of them are familiar with reading. If you are unfamiliar with the exact answer, try answering according to your knowledge of the subject. And when you have responded to it, try not to change the answer until you are sure that the new answer in your mind is 100% correct. It has been proved through various experiences that usually, in situations like these, the first answer comes out to be valid.
- vii. In the MCQs, use the process of elimination. Read all the choices given thoroughly. Keep reading the question with each option, put a cross over whichever choice you see as wrong, and deal with them like right/wrong questions when only two choices are left. If you are unable to determine the correct answer to some question, put a cross over the choices you find wrong. Then move forward for that time, remembering that you are leaving something unsolved.

- viii. In matching the correct answer category, first, we have to read everything. After it, we should join the correct ones we know; then, we have to look at the sentences again, think further and match the rest.
- ix. In filling in the blanks and completing sentences, your information regarding the topic is necessary for giving the answers. Try reading the incomplete sentence with absolute focus. Sometimes a single word is enough to recall the answer.
- x. While answering subjective questions, take a sentence from the question and begin from it. Everything followed will be a description or an explanation of it.
- xi. Specify a page or some pages for answers.
- xii. Don't make assumptions or try guessing things. Try only writing what you unquestioning believe is correct. Each of your mistakes can be counted against you.
- xiii. Mention things from the beginning with continuity. State things step by step and connect them.

Writing things in an unorganised manner is a sign of absent-mindedness. It also shows that the student hasn't prepared well and doesn't know how to answer questions. It is said that before starting to write, focus on the central idea. Try understanding what's being asked or what precisely the examiner wants to know from you.

Primarily, an examinee has two tasks: to write down the right things and present them interestingly. Stating things in an unorganised manner has an unfavourable effect. It makes it difficult for the examiner to understand things and hugely impacts everything written, even the right solutions.

Step 3: After answering

After answering, try to follow these steps:

i. Read all the answers thoroughly and see how accurately you have written. Remember that a person cannot see and remember many things while writing. But when he reviews it, he can figure out where he is lacking or has left something. Sometimes he even makes grammatical mistakes and leaves some sentences incomplete. So, re-read the questions and answers. And remember that it is necessary to spend a few minutes relaxing and not doing anything before starting to read. This break is for mental comfort. After the rest, read the answers carefully, find the deficiencies and mistakes and eliminate them.

Do not check your answers right after answering questions. At this time, you will be mentally exhausted and won't be able to check the answers thoroughly.

ii. Re-read the questions and check again as to what has been asked in the questions. This is necessary, so the student avoids leaving any parts of the question by mistake. Remember that being regretful after leaving the exam hall will not benefit you at all.

iii. Lastly, if you get to know a mistake of yours after leaving the exam hall or realise that you forgot to write something, don't let regret prevail over you. Otherwise, it will adversely affect your upcoming exams. Learn from your mistake, prepare for the next exam and be careful in the future. Remember, it's time to move on.

Point 10: Offer supplication and repent to the Almighty

Our beloved Prophet (peace and blessings be upon him) has taught us to offer prayers and supplications and ask forgiveness for all our mischiefs. We will indeed find peace in it. It will also resolve all our problems.

Whenever you feel worried, like when the question papers are being distributed, read these verses and supplications:

- The throne verse (Ayat-ul-Kursi)
- Surah al-Falaq and Surah al-Naas
- This supplication taught by the Holy Prophet (P.B.U.H):

«اللَّهُمَّ لَا سَهْلَ إِلَّا مَا جَعَلْتَهُ سَهْلًا وَأَنْتَ تَجْعَلُ الْحَزْنَ

إِذَا شِئْتَ سَهْلًا»

Translation: "Oh Almighty God! Nothing is easy except what you make easy. And if you wish, you can make the hardest thing easy."

Of course, a student's most tremendous power is turning to Allah, the Almighty, and having faith in Him. It gives him satisfaction and makes every problematic task easy for him.

You should always have the habit of asking for help and remembering His saying:

﴿ادْعُونِي أَسْتَجِبْ لَكُمْ﴾ [سورة المؤمن: 60]

Translation: "Call me, and I will accept your prayers."

A poet has well said:

لَا تَسْأَلَنَّ بَنِي آدَمَ حَاجَةً وَ سِلِّ الَّذِي أَبْوَابُهُ لَا تُغْلَقُ
فَاللَّهُ يَعْصِبُ إِنْ تَرَكْتَ سُؤَالَه وَبَنِي آدَمَ حِينَ يُسْأَلُ يَعْصِبُ

Translation: "Do not present your need to people. Ask the One whose doors are not closed. Allah, the Almighty, gets angry if you don't ask Him, and people become angry when asked."

Now I will mention some more supplications; make a habit of reading them:

1. To be able to do more work in less time, please offer this prayer of Hazrat Umar (RA):

« اَللّٰهُمَّ اِنِّیْ اَسْأَلُكَ صَاحَ السَّاعَاتِ وَ الْبَرَکَةِ فِی الْاَوْقَاتِ »

Translation: "Oh Lord! I ask you to correct all my moments and give a blessing in my time."

2. To improve your memory, perform these two actions:

After each prayer:

- Keep your right palm on your head and say eleven times:

« یَا قَوِیُّ »

Translation: "Oh! The Powerful one!"

- Put your hand on your heart and read it once:

« رَبِّ اشْرَحْ لِي صَدْرِي وَيَسِّرْ لِي أَمْرِي وَاحْلُلْ عُقْدَةً مِنْ لِسَانِي
يَفْقَهُوا قَوْلِي رَبِّ زِدْنِي عِلْمًا »

Translation: "Lord! Open my chest for me, make my work easier for me and remove the gap in my tongue, my Lord! Increase my knowledge.

3. When you are heading to the examination hall, read this prayer:

- ﴿رَبِّ ادْخُلْنِيْ مُدْخَلَ صِدْقٍ وَّاَخْرِجْنِيْ مُخْرَجَ صِدْقٍ وَّاَجْعَلْ لِّيْ

مِّنْ لَّدُنْكَ سُلْطٰنًا نَّصِيْرًا﴾ [سورة بنى اسرائيل: 80]

Translation: "My Lord! Enter me with good, and bring me out of there with good grace and give me power from yourself."

- ﴿وَقُلْ جَاءَ الْحَقُّ وَزَهَقَ الْبٰطِلُ اِنَّ الْبٰطِلَ كَانَ زَهُوْقًا﴾

[سورة بنى اسرائيل: 81]

Translation: "And say that the truth has arrived and the falsehood has gone. The falsehood was meant to be destroyed."

- ﴿قُلْ لَّوْكَانَ الْبَحْرُ مَدًا اَلَكَلْبَتِ رَبِّىْ لَنَفَدَ الْبَحْرُ قَبْلَ اَنْ تَنْفَدَ

كَلْبَتُ رَبِّىْ وَلَوْ جِئْنَا بِثَلٰثِ مَدًا﴾ [سورة الكهف: 109]

Translation: "Say Oh Prophet! If the sea becomes ink to write the praises of my Lord, the sea will dry up, and my Lord's praises will not end, even if we bring another sea to meet the shortage of the sea."

- «يٰۤاٰمُرُؤَيْلٰهٖ اِبْرٰهِيْمَ عَلِّمْنِيْ وَيٰۤاٰمُرُؤَيْلٰهٖ سُلَيْمٰنَ فِهِّمْنِيْ»

Translation: "Oh! The One who taught Ibrahim! Teach me, too. Oh! The One who explained Suleiman, explain me too."

4. When you take the question paper in hand, read this prayer:

- ﴿رَبِّ اشْرَحْ لِي صَدْرِي وَيَسِّرْ لِي أَمْرِي ۖ وَاحْلُلْ عُقْدَةً مِّن لِّسَانِي ۖ

يَقْفَهُ ۖ اقْرَأْ ۖ﴾ [سورة طه: 28-25]

Translation: "Lord, open my chest for me and make my work easier for me and remove the gap in my tongue so that people can understand me."

- «اللَّهُمَّ لَا سَهْلَ إِلَّا مَا جَعَلْتَهُ سَهْلًا وَأَنْتَ تَجْعَلُ الْهَرْبَ سَهْلًا إِذَا

شِئْتَ سَهْلًا»

Translation: "Oh Lord! Nothing is easy, except for something you make easy, and You make the hard things easy if you want to."

5. When you find a question difficult, say:

- «يَا حَيُّ يَا قَيُّوْمُ بِرَحْمَتِكَ أَسْتَغِيْثُ»

Translation: "Oh, Alive! Oh! The One who holds everything, I ask Your Mercy for help."

- «لَا إِلَهَ إِلَّا أَنْتَ سُبْحَانَكَ إِنِّي كُنْتُ مِنَ الظَّالِمِيْنَ»

Translation: "There is no god but You. You are pure (from all weaknesses). I am the guilty one."

The prayer mentioned above was invoked by the Prophet Yunus in the belly of the fish.

- « اَللّٰهُمَّ رَحْمَتَكَ اَرْجُوْ فَلَا تَكِلْنِيْ اِلَى نَفْسِيْ طَرْفَةَ عَيْنٍ وَّ اَصْلِحْ لِيْ شَأْنِيْ كُلَّهُ، لَا اِلٰهَ اِلَّا اَنْتَ »

Translation: "Oh Lord! I hope for Your Mercy, so don't leave me to myself even for a blink of an eye and improve my condition. No one is worthy of worship other than You."

6. When you forget something, say:

- ﴿عَسَىٰ أَنْ يَهْدِيَنِي رَّبِّي لِأَقْرَبَ مِنْ هَٰذَا رَشَدًا﴾ [سورة الكهف: 24]

Translation: "I hope my Lord will guide me to something closer than this to the right path."

7. If you have any trouble, grief or problem, say:

- « اَللّٰهُمَّ اِنِّيْ عَبْدُكَ وَاِبْنُ عَبْدِكَ وَاِبْنُ اَمَتِكَ، نَاصِيَتِيْ بِيَدِكَ مَا ضِىَّ فِيْ حُكْمِكَ، عَدَلٌ فِيْ قَضَاؤِكَ، اَسْأَلُكَ بِكُلِّ اسْمٍ هُوَ لَكَ، سَمَّيْتَ بِهِ نَفْسَكَ اَوْ اَنْزَلْتَهُ فِيْ كِتَابِكَ اَوْ عَلَّمْتَهُ اَحَدًا مِنْ خَلْقِكَ اَوْ اسْتَأْثَرْتَ بِهِ فِيْ عِلْمِ الْغَيْبِ عِنْدَكَ، اَنْ تَجْعَلَ الْقُرْآنَ الْعَظِيْمَ رَيِّعَ قَلْبِيْ وَنُوْرَ صَدْرِىْ، وَجَلَاءَ حُزْنِيْ وَذَهَابَ هَمِّيْ »

Translation: "Oh Lord! I am Your servant and the son of your two servants. My body is in Your Hands. I work by Your Command; Your Decision about myself is just. I ask You by all the names that are Yours, the names You named Yourself or revealed them in Your Book, or taught them to one of your creations, or saved it in the unseen knowledge of Yours that You make the Quran a source of inspiration for my heart, the light of

my chest, the reliever of my pain and the eliminator of my sadness.”

« اللَّهُ اللَّهُ رَبِّي لَا أُشْرِكُ بِهِ شَيْئًا » -

Translation: "Allah is my Lord; I don't believe in any lord besides Him."

The prayers mentioned above are just a drop in the ocean; you can offer as many prayers as you wish.

والله ولي التوفيق

**A meaningful conversation
regarding learning a language**

The Importance of a Language

Assuming that a student wants to learn a specific language course books or is taught in a particular language. In that case, he must master that language to succeed and learn well. This will make it easier for him to understand, study and revise lessons, and help him understand the subject with complete focus in less time.

In contrast, if someone is reading a book in a language that he has no command over, he definitely has two burdens upon him. First, he has to understand the meaning of the sentences and words, and then he has to understand what is being told through them regarding the subject. He is burdened with understanding the language and the matter it is discussing. This excess burden wastes a lot of time; sometimes, the student cannot achieve the expertise required in the subject.

Imagine giving exams in the language in which it was taught or reading the question paper in that language. How complicated would it become to comprehend the question and answer fluently? It is necessary to learn that language to understand the questions and answer them correctly, especially when you know how much impact interpretation and fluency have on the answer. Many intelligent and hardworking students just do not get good grades because they are weak in writing. They are not able to explain the matter correctly and with complete clarification. And

sometimes, many students who are less hardworking and little familiar with the subject get more marks than expected because of their ability to interpret and elucidate.

Learning the language is your foundation for the building of academics. If your foundation is weak, whatever you will build upon it will be vulnerable to falling. Alas, we see that many students run away from learning the language and find it boring. They don't work hard for it and lack interest in learning it. This behaviour sometimes starts from the first day of their academic life and continues till the end of it. This results in them being dependent upon others, even for understanding the meaning of minute things. Most often, they don't even bother to have an understanding of the matter. They would instead memorise it without an idea of what's being said.

So, learn the language first, then learn the other subjects!!! And if, for some reason, you weren't able to learn the language in elementary grades, start learning it after realising your weakness and don't delay the matter any further. Pay attention to it, even at the cost of pausing the rest of your studies for a while.

You will be at ease and capable of learning more in lesser time. But don't think mastering the language would be enough and you won't need to learn anything. However, you will feel less burdened, confident and capable of understanding and interpreting things well.

An easy way to learn a language

To learn and master any language, be it English, Arabic or Urdu, we must hand over ourselves to the language. We should speak, write and even think in a particular language. We have to read it and listen to it as much as possible. We should immerse

ourselves in the language, spend time with those who speak it fluently, visit its experts and learn from them. Learning one language at a time is also better if we want to attain expertise. It paces up the speed and saves us from confusing one language with another while conveying things. To become an expert, we will have to make the language our breakfast and bed, and we will also have to say it and think about it day and night. This is the perfect way of learning it. If we follow it, we can build our basis in only a few weeks and even get ahead of those who have been trying to learn that language for decades and are not still far away.

Nevertheless, stay under the supervision of experts in the language. And if the expert is a native of the language, it would be better. Otherwise, the teacher must be someone who has spent a lot of time with qualified language experts and natives of the language and learned well from them. A person who has known the tongue by only reading books or other sources and has not spent time with its experts can rarely be an expert in it. He may improve his vocabulary and learn several phrases, idioms and sentences by heart. Still, he can never truly realise how to use a word or an expression according to the context. He won't know how to pronounce a word correctly but would be mistaken in several places.

Why is it necessary to speak a language to learn it?

It has been observed that people who do not speak a language are more vulnerable to making mistakes in their interpretation while writing it. They err in their choice of words and use more than the required vocabulary to express something. Often, the sentence structure goes awkward; sometimes, overuse of vocabulary makes the passage look unnatural or unreadable. They can't realise that not all words are for use everywhere in

each context, and you cannot rely on the dictionary to understand a word's use. Moreover, words and phrases can also become obsolete and unused with time. However, if he had sincerely read and listened to the experts and spoken the language, he would have been able to write it well. Indeed, practice and efforts in the right direction make a man perfect.

On the contrary, if a person reads the language, listens to it from the experts and speaks it regularly, fluently and accurately, not only can he write well, but his writing develops a unique charm and appeal. Sometimes, while reading it, it becomes difficult to distinguish whether it has been written by a native of the language or by a qualified and hardworking person who has only learned that language.

Reading to learn a language

If you are reading some passage or article to learn a language, you should use the experts-recommended reading method. It is as follows:

1. Skim-read the matter once.
2. Read the second time thoroughly and underline the difficult words.
3. While reading the third time, with the help of a dictionary, figure out the relevant meanings of those words in the current context.
4. Read at least twice more and stay focused on understanding the interpretations and the method of writing. Highlight the phrases, sayings and the new words used in it.

Then compare yourself, and see the difference between what you had understood by reading for the first time and what you comprehend now for the fifth time. This way, you will be able to enhance your reading skill and increase your vocabulary and capability to read challenging things. Although it will take longer to read this way and you will not be able to read much, your skills will enhance, and you will be able to understand the subject better. I also recommend that if the matter is very long, divide it into parts and read it.

After reading this way, you should read it to an expert and ask him to review your understanding of the matter. It's also recommended that you gather all the phrases and new words and make at least three sentences using them. If you keep practising this way, you will hopefully become an expert. These may be my words but are, in fact, the summary of what I have learned, experienced and listened to from various experts. I hope that you will consider following this method.

Also, make sure that you always read the books written by experts in the language. Try reading from the natives of the tongue or someone who has undoubtedly learned it well. The best books for beginners learning a language are the books of modern literature in that language. If you read books with weak interpretations or incorrect use of the tongue or books written according to the obsolete use, the wrong or unrequired meaning will be set in your mind. And you might keep using that word or phrase that way your entire life. For example, Shakespeare is a big name in literature, his books are fabulous, and his dramas are a legend. Still, a person who is in his start should never be given his books because they are written in Old English! Otherwise, he may start using the word "thou" instead of "you" and "art" instead of "are" and think that he is correct in using them in this

era! This way, your calibre will surely decrease, and you will never be able to succeed in that language. I hope you have understood what I am trying to say.

Use the same language to learn it

Some people have the habit of translating the language they want to learn to their mother language in their minds before trying to understand the matter. They translate every sentence and every word before understanding it. This method can be considered suitable when you want to learn only a few words or phrases from a language. However, if you're going to learn a language well and master it, you have to study that language directly.

Translating and then understanding the matter is wrong. A person can never learn a language thoroughly in this way. Similarly, we should think in that particular language before saying or writing it.

How to think when writing?

I have a simple-minded friend. Once, he solved a few questions and showed them to me. As soon as I read the answers, I was astounded. I asked him: "Brother! Do you think of the answer in your mother tongue before writing in this language?" The writing was simply unbearable. I believe that, even now, you will start laughing if I showed it to you. I didn't laugh, but I could not bear it. I screamed from the inside and tried to make him understand that every language has its particular aspects and specifications. It has its grammar, its nouns and pronouns, masculine, feminine, plural and singular, its sentence structure, the way of using sentences and hence, everything related to a language. Languages differ a lot from each other in these things and especially in the sentence structure. It's absolutely ridiculous to translate each word from your native tongue and

jot in the same order in the other language. It just won't work. If you want to write something correctly, you must think in the language you are writing. You may find it difficult initially, but as much as you practice, it will become easier. Yes, you will also have to read more and listen to that language much more, and you will also have to keep memorising things. This is the only way to be followed if you wish to succeed!

This is just one story of an anonymous friend of mine, which I have expressed. The fact is that there are numerous students like him. They are making the same mistake and wasting their tireless efforts with no positive result.

Many of us are learning English, and many are interested in Arabic or Urdu. Meanwhile, these languages may not be our first languages. If we want to master them, we need to learn them this way to learn the language correctly.

May the Almighty make this task easy for all of us and grant us the strength and ability to fulfil our objectives.

An essential conversation
regarding manners and respect

Definition of manners

Manners refer to social behaviour and habits. It is what everyone likes and feels happy to see. It is the most appropriate mode of conducting something.

I'll give you an example: if you want to ask for water from someone sitting in front of you, you have several ways to ask for it.

One way is to say, "Oh! Give me water. "

Another way is to say to him, "Brother! Give me water."

And the better way is to say, "Dear Brother, can I get water, please? It will be entirely kind of you."

And if that person gives you water, this task can also be done differently. He may take the bottle of water and throw it toward you. The second way is to pass it to you via other people sitting between you and him. And the best way would be that he stands up, brings water to you, offers it to you, and says: "Brother, have water", and when you have finished drinking it and completely quenched your thirst, he returns with a happy smile. Tell me yourself, which way of asking for water and giving it did you like the most? Which way appealed to your heart?

Manners are a man's attire. It furnishes him and makes his life beautiful. The more mannerly a person is, the more he will be

honoured and appreciated, and the more he will be liked and respected. In comparison, a person without manners is like a person without clothes. We would indeed find it disgusting to see anyone without his clothes on him.

There is a beautiful saying: “the more mannerly you are, the better your fortune will be, and the fewer manners you have, the worse will be your fortune.” Therefore, we need to wear the dress of manners. We need to enhance our beauty with this fabulous dress.

And let me also make it clear that the relationship between a student and manners is profound. It has been observed for centuries that well-mannered students who respect their teachers, parents, elders and the things related to knowledge reach top heights. And the less mannerly they are, the more they suffer in their lives. In other words, the need for manners in students is much greater than its need in any other profession.

We have even seen many people with ordinary professions and workers who are very sensitive regarding their equipment in terms of manners. They try to keep them in good care and avoid throwing them. They also understand the importance of manners. It has also been observed that such people who care about manners are very good in their work or profession. And people appreciate such professionals more than others.

When a common man can understand the importance of manners, why would it be difficult for the people associated with education to understand it? Especially when there are numerous examples of it in religion. Allah the Almighty says in the Qur'an, teaching the companions of the Holy Prophet (PBUH) manners:

﴿يَا أَيُّهَا الَّذِينَ آمَنُوا لَا تَرْفَعُوا أَصْوَاتَكُمْ فَوْقَ صَوْتِ النَّبِيِّ وَلَا تَجْهَرُوا لَهُ
 بِالْقَوْلِ كَجَهْرِ بَعْضِكُمْ لِبَعْضٍ أَن تَحْبَطَ أَعْمَالُكُمْ وَأَنتُمْ لَا تَشْعُرُونَ﴾

(Surah Hujurat: Verse No. 2)

Translation: "Oh, Believers! Do not raise your voices above the voice of the Prophet, and don't speak to them loudly as you talk to each other, lest your good deeds will be destroyed and you will not know.

He taught the companions to keep their voices low before the Prophet (peace and blessings be upon him).

In another verse, He says:

﴿وَلَوْ أَنَّهُمْ صَبَرُوا حَتَّى تَخْرُجَ إِلَيْهِمْ لَكَانَ خَيْرًا لَّهُمْ وَاللَّهُ عَفُورٌ رَحِيمٌ﴾

(Surah Hujurat: Verse No. 5)

Translation: "And if these people were patient until you came out to them, it would have been better for them. Allah is Forgiving and Merciful.

This verse talks about some rural people who came to meet the Holy Prophet (PBUH) and lacked manners. In this verse, it has been said that it would have been better for them to wait until you come outside by yourself. Instead of knocking on his house's door and shouting aloud, they should have waited for you. There are many other examples of manners taught in the Quran.

Now, let's begin discussing various manners learned by different verses, Prophetic sayings and experiences.

Manners related to the teacher

- Be humble and down to earth in front of the teacher, neither speak to them loudly nor oppose them.
- If there is any objection or if you do not understand something, discuss it with the teacher with great respect. If it is resolved, then good. Otherwise, stay quiet and let it go. This will prove to be better for you. If you are correct in your opinion, the Almighty will help you and reward you for staying quiet. Maybe, you'll realise after some time that the teacher was right in his opinion and you were wrong. This will make you feel guilty, and you may then not find your teacher to apologise to him. There is a wise saying: "Before reaching your forties, keep your ears open, and mouth closed. Whatever you'll express after that will be words of wisdom." And if you are correct, you can keep your opinion to yourself and tell others what is right. No one has stopped you from that, but please remain respectful, keeping in regard the status of a teacher. And if it is just an opinion, know that you are free to have your own idea. No one can stop you from having one. However, your teacher will start honouring you if you remain quiet in front of the teacher. Although I understand that there are places where one cannot stay silent, like things related to religion, because the status of faith is much higher than that of a teacher. If in case, the teacher is attacking a student's belief and there is nobody to stop him, and he is ruining the minds of the other students; this is undoubtedly a matter where someone has to make the teacher quiet, but this must also be done with respect and only for the cause of religion and not to dishearten the teacher.
- Talk to them with good manners.

- Sit in front of them with manners and etiquette.
- Obey your teacher.
- Avoid their resentment and disobedience. If you do something wrong, ask for forgiveness immediately.
- Always pray for them.
- Serve them as much as possible. A humble, courteous and helpful person succeeds very quickly.
- If you do not get any chance to serve them, pray for them and do some good work on their behalf.
- Don't look for their weaknesses. See their sound characteristics and focus on your studies. Otherwise, you won't be able to take much benefit from them.
- Don't backbite them, and don't pass negative comments regarding them.
- Keep in touch with them even after the studies are over. If, for some reason, you cannot stay in touch with them, keep praying for them.
- Do not try to find a dream teacher and reject everyone who doesn't fit the criteria. Good teachers are those who are knowledgeable of their subject and can teach. A religion teacher should have some level of piety and a good character that is higher than average. Other than that, if you make an idealistic image of a perfect teacher and start looking for him, you may never find him. There is always some weakness in everyone. Everyone has both good points and bad points. After all, teachers are also human beings. Try creating an understanding with them and take benefit from them. Have patience. Take their good and leave the rest. However, in case you think that you are not able to carry on any further and that you won't be able to benefit from a teacher anymore, first of all, discuss the matter with your elders and the other teachers and mentors you have, if

your issue still doesn't get resolved, you do have the choice to leave the teacher or the institution. However, do it wisely and don't let the teacher feel wrong about you. Maybe you'll start thanking him for whatever you learned from him someday. Sometimes, a person learns from another's bad habits or deeds, which increases his good deeds and makes him stay away from those bad habits. There were two brothers; one was an active smoker, and the other hated smoking; the first one was asked, "Why do you smoke?" He replied, "I saw my father." The other brother was asked: "Why do you hate smoking?" He had the same answer, "I saw my father." It is how you see things and what you learn from them. One brother started smoking after seeing his father, while the other saw his father's suffering and started hating it.

- If you have a choice in selecting a teacher, do it wisely. See every aspect. Get information about the teacher's nature and way of teaching. Get to know about his expertise and experience. Does he motivate his students or demotivate them? Does he strive hard for them or not? If you think that you will be able to benefit from him and get what you want, move ahead and join him. Otherwise, keep looking. And when you have made your choice, don't back off and try not to let negative thoughts enter your mind.

Manners related to Books

- Show respect to books.
- Do not touch a book without being pure and without cleanliness.
- Don't spread your legs towards a book.
- If you want to give someone a book, don't throw it at him.

- Keep the books in a high place. Do not put them on the ground, and don't walk over them.
- If you want to change the book's page, do it easily from the edge of the page.
- Do not place anything on the books, such as ink, etc.
- Do not write useless things in the book.
- During studies, sit in front of the book with manners. Do not study while lying down or stretching your legs.
- Take care of order while keeping religious books in a pile. For example, keep the Quran at the top, then its translation beneath it, the book of Prophetic sayings below it, the book of Jurisprudence after it, and then keep the books of other subjects below.

Take care of the other tools of knowledge, such as pen, marker, ruler and other stationery; keep them with manners and use them carefully.

Manners related to colleagues

- Try not to hurt any of your partners or break their hearts.
- Never make fun of colleagues or laugh at them. This will make them feel inferior, and you will start thinking of yourself as superior. This feeling is dangerous for a student and a person related to knowledge.
- Don't fight with them.
- If any of them is hurting you, have patience. If the matter is serious, distance yourself from them and inform a responsible person. However, don't ruin your image due to him.
- Help your poor colleagues; take care of your weak colleagues, and help them understand and remember lessons.

Alas! Alas! Only if our modern educational institutes start emphasising the importance of manners to the extent they should and if the parents rigorously teach their children these manners,

and our media, instead of ruining our youth, focused on delivering content that instils good characteristics in the upcoming generation. The students would indeed become well-mannered and valuable assets to society. Not only would they succeed in life and attain high rewards, but they would also become good citizens and people with great personalities and secure their Hereafter. How grateful would it become for the entire world?

We complain about failure in life. We are worried about the recession these days and the economic backdrop, and we have a lot of complaints about life. Still, we are hardly trying to find the reasons behind them. We should try healing the world and strive to make it a place worth living, which can never happen through technological advancements that increase materialism. It can only occur when humans make advancements in their personalities, become thankful to God, follow Him and learn morals. But unfortunately, we are not doing what we should do, we have forgotten manners and respect, and we are living our lives as we want and not as we should. This is why we are going astray. We are living for only ourselves; the love of this world has entered our hearts, and selfishness has become a part of our souls. May the Almighty guide us to the right path.

I have only mentioned some manners in this book. However, read the authoritative books on this topic for more details.



Students ask

The following are some of the most frequent questions, discussing many students' concerns and the problems they face. The answers are given by different teachers and scholars or from the book. Hopefully, these questions will be helpful for each and every one.

1. Why don't I feel passionate while studying?

Solution: Try to become pious. Avoid unnecessary engagements and relationships, study the life of the intellectual people, avoid sins and never waste time, as these things destroy a person's inner strength and spirit.

2. Why don't I have the will to understand difficult topics, solve complex questions and read challenging books?

Solution: - First, read easy books, then move towards the difficult ones. It is also beneficial to consult experts on every subject to guide you towards their experiences.

- If you keep studying this way with continuity, your problem will end. In fact, one day, you will start enjoying and become entirely passionate about solving difficult questions.
- Know that a person can change the nature of his body and remove all the odds only if he wishes. I have a Mathematics teacher who solves sums of Mathematics whenever he has a headache! He believes that solving

Math problems cures his headache, and so it does for him! Isn't it astonishing?

3. Why can't I study with concentration?

Solution: - Read principle no. 6 mentioned in the book's second chapter.

- Stay away from social media. Avoid posting anything to it. Don't worry about what people say or think about you. All of these things result in absent-mindedness.
- Avoid excessive friendships, stop the use of TV, internet and video games, etc. Remember that all these things are a big distraction in a student's life.

4. Why don't I understand the lesson?

Solution: Start reading the lesson before it's taught in the classroom, and while attending the class, listen to it carefully, ask about everything you do not understand and then keep revising it. Also, make sure that your reading method is correct. I recommend you to read the second of the ten principles of listening to the lesson mentioned in the book.

5. I understand the lesson, but I forget it in a day or two, and when I try to explain it, I can't explain it correctly.

Solution: - Read the lesson before it's taught.

- Revise the lesson right after it is taught. And if you don't get the chance to revise it at that time, revise it as soon as possible, and then keep revising it regularly.
- Make a habit of writing the main points.

- Follow the instructions mentioned under the title "What if you don't remember the lesson?"

6. I understand the lesson but can't write it eloquently.

Solution: - Make a habit of listening carefully and writing down the essential points.

- Make a habit of writing a summary of the lessons and try to improve how you interpret things by getting it checked by someone. For this, I advise you to read the topic, "Learning a language" from this book. Hopefully, it will help you improve your language skills and will also tell you how to learn to speak the language well.

7. Why am I unable to leave sins?

Solution: - Seek the company of good and pious people.

- Establish a relationship with Allah.
- Keep praying and asking for forgiveness. You will soon be able to abandon all your sins.

8. My household responsibilities don't allow me to study a lot. I can only spare time to attend classes. What should I do?

Solution: Ask for a spare time from Allah, take care of your time, make a timetable, stay away from useless things and ask Allah for help in protecting your time and saving it from being wasted. A person who knows the value of time and makes it valuable makes a good fortune and can do more in lesser time. If you value your time, the time you give in the classroom may also be enough for revision. You should be using the time you

get between one class and another, and you can also study during recess.

9. My Parents give me a lot of work. I get less chance to revise the lesson at home; what should I do?

Solution: Parents are a great blessing. Allah has mentioned them twice in the Qur'an after His Name and has ordered us to be good with them. On the contrary, He has declared the person who disobeys his parents a tyrant. So, serve them well and get their prayers. They are the reason why you are alive, and they are the reason why you are studying. However, you can manage your time and set a time for each task. If you start valuing your time, everyone else will. Stay focused on the Almighty Allah and keep asking Him for help.

10. I sleep in the class during the teacher's lesson and while revision.

Solution: - Have a good sleep at night, eat healthy food and make use of sleep busters, like black pepper and cardamom, but stay away from excessive caffeine and energy drinks. Eat less and don't drink much water at study time.

- It's all right to have some tea or coffee if you benefit from it.
- Have a light but quality breakfast, like having almonds, oatmeal, etc.
- Go to bed early.
- Have an afternoon nap.
- Sit for studies with high enthusiasm and with a positive outlook.
- Make use of paper and pen and start writing things.

11. I write all the answers correctly, but I still don't get good grades.

Solution: - Solve questions from past exam papers and show them to the teacher, so you can learn how to write in the exam.

- Write neatly in an organised manner.
- Improve your writing skills and read good literature for it.
- Improve your handwriting.

12. I get stressed near the exams.

Solution: - Keep revising daily from the beginning of the academic year.

- Plan so that you can complete your revision a week before the exams.
- The third chapter of the book is for you.

13. I can only revise one or two books in a day.

Solution: Keep trying. Eventually, your study pace will increase. Keep revising all the books one at a time and stay away from all distractions. Also, make a habit of praying to Allah, the Kind and Merciful, and entirely focus on your studies.

14. I can't work very hard. How can I get the will to work hard?

Solution: - Increase your sacrifice. Your hard work depends on the passion and concern you have for something. The more spirit you have for something and to achieve anything, the more you will be able to work hard for it. Indeed, the best way to get this spirit is through sacrifice. Devote your life, wealth and time to

knowledge. Make a habit of opposing your desires if you see them going against what's proper and more beneficial for you in the long term. For example, when you don't feel like studying, start studying and when you don't want to spend money on charity, spend it. Similarly, when you do not want to pray, offer prayers.

- Study the lives of our ancestors and successful people.

15. I promised myself that I would work hard this year at the beginning of every year, but in a few days, all the passion and spirit just vanished.

Solution: - Have confidence, don't lose hope and start accompanying hardworking students; if you don't find anyone, stay alone.

- Avoid sins and stay away from evil deeds.

16. I want to get good grades but feel inferior when I see the other student's grades.

Solution: Instead of having an inferiority complex, consider why they get good grades. Follow those students who get good grades. Similarly, start thinking about how can I get such good marks. You will get the answer that it can be possible through sincere hard work and studying wholeheartedly. Learn their methodologies and set achievable goals for yourself. For example, if you are getting 60% marks, make a target of getting 80%, then 90% and then a target of getting ranks and achieving distinctions. However, never keep a big target initially. Otherwise, you will lose your confidence if your target is not achieved.

17. I am interested in non-curricular books but don't study the course books wholeheartedly.

Solution: - Non-curricular books may also be helpful in your life. Your interest in them proves that you are interested in gaining knowledge and reading. Still, the course books are meant to improve your abilities and build your foundation. If you study them well, you will also be able to learn other things wisely. And if you leave them, you will never be able to understand several things. This can be harmful to your academic and even your practical life. Moreover, you will get plenty of time to study those books afterwards, but you will hardly look through the course books when their time is gone.

- It's human nature that we sometimes develop the habit of not fulfilling our responsibilities. Your lessons are your responsibility. And the extra-curricular books are like extra work. Extra work has benefits, but it is foolish to sacrifice your duties for them.

18. I'm very fond of buying and collecting books, but I hardly read them.

Solution: It's an excellent hobby to buy and collect books, even if you don't read them. You may need to refer to any of these books someday in your life. However, ensure that you don't buy books to the extent that you become unable to take care of them and become forced to sell them or give them away.

19. I feel that I am arrogant.

Solution: Usually, arrogant people are ignorant of it. They don't even realise that they have this disease within them. Nevertheless, repent a lot, start accompanying pious people,

always meet people politely and kindly and serve them without any expectation of returns from them.

20. I cannot write English eloquently.

Solution: This book is for you. Please read the matter under the heading: “**A meaningful conversation regarding learning a language**”.

21. I cannot speak English fluently.

Solution: Same answer as Problem number 20.

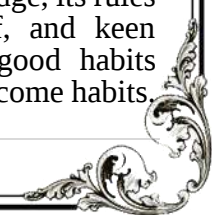
Know the Author

Muhammad Sa’ad Rafiq Gadit, was born to a well settled family in Karachi, Pakistan. He studied O’levels in Science from Beaconhouse School System. Then he pursued Islamic Education, memorized Quran Kareem, Graduated and did Masters in Islamic Jurisprudence from a renowned Madrasa: Jamia Uloom Islamiyyah Allama Banori Town.

The Authors runs his own non-profit Organization named IlmoAmal, which strives to make positive efforts in various educational and welfare fields and he works for it voluntarily. He teaches various subjects in courses occurring in Masjid Ibrahim, Phase 4, Defence, Karachi and has written two other books as well in Urdu. One of them is **گیاں**, which is an interesting compilation of various articles, essays and forms of writing. The other is **پڑھائی میں آگے بڑھنے کا راز**, which is pretty much a translation of an Arabic book with several additions. May Allah The Almighty accept the writer’s efforts, grant him the will to keep doing good deeds, as well as the readers for what pleases Him.

Ten Golden Principles
From my teacher and mentor
Maulana Shaykh Junaid Khalid (Damat Barakatuhum)

Note: It is necessary to read the book thoroughly and frequently, memorise its lessons, discuss them and act upon them to benefit from the principles below. However, some points are being mentioned that may serve as a summary of the book.

1. Correction of intention.
 2. Recognising the purpose of education: to act upon it, improve our lives, and live according to it.
 3. Trying to follow the teachings of the Prophet (peace and blessings be upon him) and to learn about his character and the moral values he taught.
 4. Studying the life of the ancestors and taking a lesson from it.
 5. When aiming to do something, it should be done with confidence. (Having faith in Allah, never giving up, considering fate above plans and believing that Allah can do anything is what will help achieve the desired confidence.)
 6. Seeking expert advisory for everything desired.
 7. Staying away from bad things and bad habits; similarly, to avoid wasting time on useless things and useless talks.
 8. Differentiation between objectives and needs and keen focus on the goals. If the objective is being achieved, but the personal needs are not being fulfilled, then the aim should be a priority.
 9. Thinking of oneself as a student wherever a person reaches in his life.
 10. In every work, especially in gaining knowledge, its rules and regulations should be taken care of, and keen attention should be paid to developing good habits because, at an early age and time, actions become habits.
- 
- 



A name of motivation and talent!

SKYRISE intends to publish quality books related to education, motivation and success. Truly, the world needs talented people who possess a goal in life and are eager to reach their profound goal.

Meanwhile, facing all the challenges in life and going through all the ups and downs, we all need some guidance and motivation, something to kick that static approach to things and rather, replace it with creativity and talent, keeping in mind along every step the purpose of life and our religious heritage.

And reading is the best and most effective way of changing lives and developing a good mindset. Reading is the platform that successful people choose to learn and reform themselves. And we are here to bring forward traditional, revolutionary and life-changing literature for the readers of today and the leaders of tomorrow.

Skyrise is the English name of our Publication company and in Urdu and Arabic, we are known by the name: Maktaba-tul-Alya (مکتبۃ العلیاء).

IlmoAmal Organization is an Educational and Welfare Institution associated with several Madaris and Schools, and is working to spread the light of knowledge across the globe through various platforms: Tarbiyah sessions, trainings, Religious Makatib, Shariah Consultancy, Publications, Competitions and welfare; etc. For further details, visit this website: ilmoamal.org.pk.



WHAT OUR ELDERS HAVE TO SAY ABOUT THE BOOK

Hadhrat Shaikh Maulana ShamsurRahman Abbasi

Shaikh, Mentor & Imam of Ghafoori Masjid

“Hopefully it will become a book beneficial for both, students and graduates. I pray to Almighty Lord to grant it acceptance and make it an ongoing reward for him.”

Dr Maulana Ahmed Banori

Vice Principal Jamia Uloom Islamiyyah Allama Banori Town

“The book in your hands contains the secrets concerning academic excellence, so I want you to take your time and assimilate them. I pray to Almighty Allah to give this book qubooliat.”

Prof. Dr Ubaid Ahmed Khan

Department of Usooluddin, Faculty of Islamic Studies,
University of Karachi, Pakistan

“Your efforts seem highly beneficial for today's students. In this ultra-modern period of learning modern methods and modern principles are nicely explained.”

Dr Syed Waqas Anjum Jafri

CEO Dar-e-Arqam Schools
Director Ghazali Education Trust

“It is therefore very important that we channel our energies and make every effort to educate ourselves and the generations to come. It is indeed pleasant to know that many scholars in our country realise the importance of this task and every now and then we get to see efforts bearing fruit.”

